

DATA PROTECTION – PRIVACY NOTICE ADDENDUM

PROCESSING OF PERSONAL DATA – COVID 19

Following the outbreak of COVID-19 and its development into a global pandemic, businesses have been implementing exceptional measures to safeguard employees, customers and others against the health threat that is being posed.

In an effort to manage the impact of the COVID-19 outbreak, and to ensure that the decisions being taken are fully informed, Carter Jonas may be collecting information from Partners, staff, Consultants and visitors that would not typically be collected. For example, we may collect information such as whether individuals have self-isolated or have been diagnosed as having the virus or have been in contact with anyone who has. Much of this information would be regarded as special category data under GDPR.

This information will be held by HR and will be treated in the strictest confidence. We may be required to disclose information relating to COVID 19 within the Firm, or externally (subject to applicable law), in order to meet our obligations to ensure the health and safety of our Partners, staff and their families as well as helping to protect the wider public. Disclosure of such information will be limited as much as possible and where practical will not include the names of individuals. This information will only be shared to enable others to take appropriate protective steps or where we are required to make such a disclosure by Law and the individuals concerned will be advised in advance of the intended disclosure. This disclosure is permissible under Article 9 of the GDPR.

This should be read in conjunction with Carter Jonas Privacy Policy which can be found on the Carter Jonas website. Partners, staff and retained consultants should refer to the HR Privacy Notice which can be found on the Loop.

Concerns regarding the processing of personal data may be directed to the Data Protection Officer by emailing joanne.dick@carterjonas.co.uk

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Visitor Notice - Covid 19 Contact Tracing Data Collection

To best respond and help coordinate the community response for COVID-19 it is necessary to collect data about you including your name and contact details and details of which of our offices you have visited. This information is being collected to ensure the safety and well-being of everyone.

We are committed to meeting our data protection privacy obligations and we will treat all data collected in the strictest confidence. More information about how your data may be used and shared can be found on our website at www.carterjonas.co.uk/policies

Thank you for your co-operation and understanding.