

Rouse Partners LLP: General Data Protection Regulation (GDPR) Mapping

Question	Response
Who is the Data Controller?	Rouse Partners LLP 55 Station Road Beaconsfield Buckinghamshire HP9 1QL
When and how do we provide details of the Data Controller and Data Protection Officer to the Data Subject:	Privacy Policy Disclaimer and Terms of Data Use Intranet Website
What purposes do we process data for?	We process personal information to enable us to provide accounting, auditing and related services, to maintain our own accounts and records and to support and manage our employees.
What is the legal basis for the processing?	Performance of Contract Legal Compliance Legitimate Interests
If we rely on 'legitimate interests' then what are they?	Advising clients of legal, industry specific information that affects their business and/or industry.
What categories of Data Subjects do we hold data about?	Employees Customers & Clients Prospective Clients Advisers, Consultants and other Professional Experts
What categories of Personal Data do we collect?	Personal details Family, lifestyle and social circumstances Goods and services Financial details Education details Employment details
What categories of sensitive personal data do we collect?	Physical or mental health details Racial or ethnic origin Criminal convictions
Who do we disclose data to?	Business associates, professional advisers Family, associates and representatives of the person whose personal data we are processing Suppliers Local and central government Financial organisations Ombudsman and regulatory authorities Credit reference and debt collection agencies Healthcare professionals, social and welfare organisations Current, past or prospective employers Examining bodies Service providers
Do we transfer any personal data to a country outside of the EEA?	It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA).

If so what safeguards do we have in place?	Any transfers made will be in full compliance with all aspects of GDPR and the DPA 2018.
Do we have a Data Retention policy in place?	Yes
When and how do we inform Data Subjects of their rights?	At first point of contact Website – Privacy & data capture process LOE and Terms of Business Upon employment Policies
When and how do we inform Data Subjects of their right to withdraw consent?	At first point of contact Website – Privacy & data capture process LOE Upon employment Policies
Who do we receive data from?	Family, associates and representatives of the person whose personal data we are processing Employment and recruitment agencies Current, past and prospective employers Educators and examining bodies Central government Suppliers and service providers Debt collection and tracing agencies Financial organisations Group companies Business associates and professional advisers
Do we use automated decision making processes or profiling?	We occasionally use profiling techniques during recruitment
When and how do we inform Data Subjects of profiling?	Recruitment agents will be told immediately upon advertising a position. Candidates will be advised upon first interview.

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