



## **IP Federation Privacy Statement For Employees of the IP Federation.**

The IP Federation ('Federation') is an organisation that represents the views of UK Industry in both intellectual property (IP) policy and practice matters within the EU, the UK and internationally. Our members comprise companies that are involved in IP as creators, owners and/or users.

The Federation has a small number of employees engaged in the day-to-day running of the Federation.

The Federation is not involved in selling products or services. We collect employees' personal data only for the purposes of running the Federation.

The Federation will never sell personal data provided to us to any third party.

### **What Data on employees do we collect?**

The Federation collects, processes, and uses Data on employees typically relating to:

1. Contact details such as names, job title, home addresses, telephone numbers, email addresses.
2. Bank details such as bank account name, number and sort code to enable payment of salaries and related payments.
3. Contracts of employment including working hours, annual salary, potential and actual bonuses and any other payments made.
4. Attendance records, annual leave and performance reviews.
5. Sickness records and any reasons given for sickness absence.
6. Any disciplinary proceedings, formal or informal.

### **How the Data is collected.**

We collect data directly from employees and from our internal record-keeping system.

### **What will the Federation do with the Data?**

The Federation uses and processes the employee data for the following purposes:

1. To ensure that employees are paid accurately and on time;
2. To communicate in written or electronic form with employees;
3. To contact family members in the event of emergencies;
4. To assess and record employee performance;
5. To manage our employment practices in a fair, efficient, and effective way in the legitimate interest of our employees and the Federation;
6. In compliance with any legal or regulatory obligations; and
7. Any other purpose which the Federation notifies you about from time to time and about which you will be given the right to object or give consent to at the time of notification.

Under UK data protection laws, the lawful bases that we rely on for processing the data that we collect for the above purposes are: (i) that we have a legitimate interest in processing the personal data (namely to employ staff to operate the Federation); (ii) that we have a legal obligation to do so; (iii) that we have a contractual obligation to do so; (iv) that it is necessary for the purposes of carrying out specific employment-related obligations. In certain limited circumstances we may rely on your consent, in which case you are able to withdraw your consent at any time.

### **How long will you keep my data?**

1. Data relating to an employee will be kept as long as that employee continues to be employed.
2. Data relating to former employees will, subject to the following paragraph, generally be kept only as long as it is needed to ensure that any remaining obligations on the former employee and on the IP Federation are met, and for a maximum of six years after termination of employment.
3. Data on a former employee may be retained for a longer period in the event that a post-employment dispute, such as discrimination or unfair dismissal, arises between the IP Federation and former employee. The data will be kept for a maximum of six years after any dispute is finally decided or resolved.

### **What are my Rights?**

Under the United Kingdom data protection laws, you may in certain circumstances have the right to find out what data the IP Federation stores about you. These include the right to:

- be informed about how your data is being used;
- access personal data;
- have incorrect data updated;
- have data erased;
- stop or restrict the processing of your data;
- data portability (allowing you to get and reuse your data for different services);
- object to how your data is processed in certain circumstances; and
- withdraw your consent, to the extent that we are relying on your consent to process your personal data.

If you wish to request your data or exercise any of these rights, please send a request to the Secretary at:

IP Federation  
60 Gray's Inn Road  
London WC1X 8AQ

or alternatively email: [admin@ipfederation.com](mailto:admin@ipfederation.com)

If you think that The IP Federation is in breach of your data protection rights you should contact the Secretary setting out what you see as the problem. If you are unhappy with our response or if you need advice you should contact the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **Will the Federation disclose my data to third parties?**

The Federation never sells, provides or supplies personal data to third parties for commercial purposes or for financial gain. The Federation will only make personal data available to third parties:

1. Where you have given your express consent, for example in literature describing the workings of the Federation;
2. To answer an enquiry from a legitimate source as to whether or not you are an employee of the Federation;
3. Where the Federation employs an IT contractor or IT consultant to reconfigure, upgrade or renew software or hardware systems employed to process membership or other data or otherwise engages a third party to handle any personal data on the Federation's behalf, in each case where the data transferred will be limited to the data required to perform such functions;
4. Where it is necessary to comply with an order from a regulatory or statutory body or a law enforcement agency or court which is empowered to require us to release your data; or
5. In the case of staff or of the Federation IT contractors or IT consultants referred to in paragraph 3 above to supply references and other data on request. In these cases, only sufficient data will be released to enable the third party to carry out the purpose for which the data is released.

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