

GDPR BALANCING EXERCISE FOR DATA PROCESSING - HUMAN RESOURCES

What HR activity are we assessing?	What is our interest?	What would the individual's reasonable expectations be?	Do the individual's interests or rights (eg privacy rights) over-ride our interest?	On balance, can we treat this as a 'legitimate interest'?
Processing data which enables us to discharge our general duty of care to our employees	To make provision for our employees' safety and welfare whilst they are in our employment, and to ensure the smooth and efficient management of the workforce	That their employer will keep sufficient records and operate competent procedures to ensure each individual's safety and welfare whilst carrying out Tommy's activities, either at Tommy's offices or at other locations	No	Yes
Providing employment-reference information for ex-employees (on request from potential future employers) specifically: <ul style="list-style-type: none"> • Start date • Finish date • Job title on leaving • Salary on leaving 	To support ex-employees in pursuing their future careers	That Tommy's retains the ability to verify essential elements of the employee's employment record as they seek future work	No	Yes
Processing data which enables us to maintain standards of charity performance, development, behaviour and discipline	Recruiting, managing and developing employees to ensure they have the skills, knowledge and experience to fulfil their roles competently and safely	That their employer will foster their skills and abilities, helping them to progress within their career whilst discharging their responsibilities for Tommy's	No	Yes
Processing data which enables us to defend potential legal claims	Ensuring that Tommy's is sufficiently protected to be able to prepare a defence against any legal claims from current or former employees	That their employer is sufficiently equipped to respond fairly to any legal claim the employee may place	No	Yes