

Worker Privacy Notice  
of  
The Scottish Parliamentary Corporate Body

## **1 What is this notice?**

This is the 'Worker Privacy Notice' of The Scottish Parliamentary Corporate Body. Our contact details are: Human Resources Office, The Scottish Parliament, Edinburgh, EH99 1SP.

We are a data 'controller', which means we are responsible for deciding how we hold and use your personal information. This notice explains how we will collect and use your personal information in the context of your engagement with us and your rights in relation to your personal information.

## **2 Who does this notice apply to?**

This notice applies to all current and former employees of the SPCB. It also applies to agency staff, contractors and student placements (although not all of the material contained within this notice will be relevant to them (for example, the material relating to processing of personal data relating to pensions).

## **3 Does this notice form part of my contract?**

This notice does not form part of your contract. We may amend this notice at any time.

## **4 Data protection queries**

We have appointed a Data Protection Action Officer within the Human Resources Office. The Scottish Parliament has also appointed a Head of Information Governance. If you have any questions about this privacy notice or how we handle your personal information please contact the Human Resources Department or Head of Information Governance. They can be contacted via dedicated email address: [HumanResources@parliament.scot](mailto:HumanResources@parliament.scot) OR [dataprotection@parliament.scot](mailto:dataprotection@parliament.scot)

## **5 Your personal information**

In this privacy notice, 'your personal information' means your personal data i.e. information about you from which you can be identified. The appendix to this notice lists 'your personal information' that we may process.

Your 'personal information' does not include data where the identity has been removed (anonymous data).

It is important that your personal information is accurate and up to date. Please keep us informed if your personal information changes during your engagement.

## **6 Where does your personal information come from?**

Your personal information will come from you or us, and may also come from the following sources:

- Recruitment through direct application or via agencies may provide us with the following personal information; name, date of birth, home address, national insurance number, bank details, email

address, contact telephone number, qualifications, previous employment history, skills and experience, interests, next of kin/ emergency contact details, disability

- Former employers, whom you have given us permission to contact, may provide us with the following personal information; employment references, employment history, absence history
- Medical professionals may provide us with the following personal information; Occupational Health reports, health data relating to disability, medication, treatment and required adjustments
- Equalities/ Diversity monitoring may provide us with the following information; gender, age, gender reassignment, nationality, ethnicity, sexual orientation, disability, religion/ belief, marital status, caring responsibilities.
- Professional Bodies may provide us with the following personal information if relevant to your post; name, address, date of birth, gender, details of relevant qualification, CPD records, membership number, date of qualification and renewal details, membership status, professional qualification provider.
- Pension providers may provide us with the following details; personal details in relation to widows, children and other dependants; this will include name, date of birth, address, National insurance number, bank details.
- Trade unions may provide us details of member status for the purpose of membership deductions through payroll.
- Courts may provide us with personal details in regards to arrestment of earnings, personal information includes; name, home address and nature of debt ie council tax.
- Other members of staff, clients, contractors or customers may provide us with the following personal information; flexible working provisions, discipline actions, grievance actions.

If you would like more information on the source of your personal information please contact the data protection action officer the Human Resources department.

## **7 Processing your personal information**

We may process your personal information during and after your engagement with us. This may include collecting your personal information, recording it, storing it, using it, amending it, destroying it and, in some circumstances, disclosing it.

In general, we process your personal information to:

- Make a decision about your recruitment or appointment;
- Determine the terms on which you work for us and advise you of these;

- Check you are legally entitled to work in the UK;
- Contact you;
- Administer our contract with you and ensure compliance with the terms of your contract;
- Provide and process payments and benefits to you (including complying with pension auto-enrolment obligations, liaising with your pension provider and determining pension eligibility) and, if applicable, deduct tax and national insurance and any arrestment of earnings order
- Process deductions from Pay in relation to union membership
- Carry out business management and planning, including accounting and auditing;
- Manage performance and conduct;
- Make decisions about salary and compensation;
- Conduct disciplinary and grievance proceedings;
- Assess qualifications and suitability for a job or task, including promotion decisions;
- Manage flexible working applications;
- Make decisions about continued employment or engagement;
- Make arrangements for the termination of our working relationship;
- Manage sickness absence; assess your fitness to work; and consider disability status and reasonable adjustments for disabled workers;
- Manage requests for time off work (including but not limited to time off for antenatal appointments; maternity, paternity, adoption, parental and / or shared parental leave; time off for dependants; trade union duties, bereavement; and / or jury service);
- Carry out education, training and development including coaching and mentoring services;
- Comply with gender pay gap and diversity monitoring reporting legal obligations;
- Monitor your use of our IT and communications systems;
- Ensure a safe work environment;
- Carry out equal opportunities monitoring recruitment to comply with our legal obligations;
- Provide adjustments to someone with a disability in line with our legal obligations under the Equality Act (2010);

- Comply with health and safety obligations;
- Maintain records of your working time, holidays, and working time opt-out agreements;
- Inform your contacts in the event of sickness, accident or other emergency;
- Make administrative arrangements for travel and accommodation for business purposes (including details of dietary requirements);
- Protect your vital interests or those of another person (in exceptional circumstances, such as a medical emergency);
- For business promotion;
- To understand employee attrition rates;
- To provide a reference regarding you;
- To establish, exercise or defend legal claims;
- To comply with the law and regulations; and
- In order to assess entitlement to certain benefits such as Childcare vouchers.

The appendix to this notice provides more information on our legal grounds and reasons for processing your personal information.

## **8 Data necessary for the contract**

The appendix sets out your personal information that is necessary for us to enter or carry out our contract with you. If you don't provide this data, we may not be able to enter into, or carry out, the contract. For example, if you don't provide your bank details, we may not be able to pay you.

## **9 Statutory requirement to provide your personal information**

In some circumstances, the provision of your personal information is a statutory requirement. This includes:

- Documentation confirming your right to work in the UK – if you don't provide this, we may not be able to enter into a contract with you, or we may need to terminate your contract.
- Statutory information you must provide to us if you wish to take maternity, paternity, adoption, shared parental or parental leave, or claim statutory payments in relation to such leave. If you don't provide this, we may not be able to comply with our legal obligations and / or provide relevant benefits to you.

- Protection of Vulnerable Groups membership for roles determined to be carrying out regulated work (Disclosure Scotland) – if you don't provide this, we may not be able to enter into a contract with you, or we may need to terminate your contract.

## **10 Special categories of personal information**

'Special categories of personal information' means information about your racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; health; sex life; sexual orientation; criminal convictions, offences or alleged offences; genetic data; or biometric data for the purpose of uniquely identifying you. Data marked \* in the appendix falls within these 'special categories' or might disclose special categories of personal information.

We must have additional legal grounds for processing special categories of personal information. These are set out in the appendix.

## **11 Sharing your personal information with third parties**

We may share your personal information with the following third parties if this is required by law; necessary to enter or carry out our contract with you or administer the working relationship with you; where we have another legitimate interest in doing so; or where it is necessary to protect your vital interests or those of another person:

- HMRC;
- Banks/ Building society
- Health and safety executive;
- Training providers; including accrediting bodies/ qualifications, external facilitators, coaches and mentors
- Health professionals and occupational health providers involved in your care;
- Audit (internal and external);
- Our professional advisors;
- Our service providers, including IT service providers; recruitment testing providers; payroll and pension administrators; and those involved in providing benefits in connection with your employment
- Public: contact in relation to business work, we may share details of your name, work location, work email address, work contact number;
- Any person specified by you, where you ask us to provide a reference to that person; and

- Other third parties as necessary to comply with the law.

## 12 Automated decision-making

We do not envisage taking any decisions about you based solely on automated processing (i.e. without human involvement), which have a legal or similarly significant effect on you.

## 13 Transferring your personal information outside the EU

We do not intend to transfer your personal information to any country outside of the EU, or to any international organisation.

## 14 Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including to satisfy any legal, accounting or reporting requirements.

We will retain all of your personal information during and after your engagement up until age 100 to comply with pension requirements and to allow us to establish, exercise or defend legal claims, with the exception of the following:

- We will retain all details in relation to equality and diversity monitoring for 5 years following the end of calendar year.
- Unsuccessful internal job applications will be retained for a period of two years following the end of the recruitment competition. Successful internal job applications will be held in line with all other personal data.
- Training and performance records will be retained for 5 years following termination of employment.
- Further exceptions are detailed in the [HR Records retention schedule](#).

## 15 Your rights

You have the following rights:

- **Access:** you can request a copy of your personal information that we hold, and check we are processing it lawfully.  
**Correction:** you can ask us to correct your personal information if you don't think it is accurate, complete or up-to-date.
- **Deletion:** you can ask us to delete your personal information, if:
  - It is no longer necessary for the purposes for which we obtained it;

- You withdraw your consent, and we have no other legal basis for the processing, so if, for example, the processing is necessary for us to perform tasks in the public interest, or to exercise or defend legal claims, we will not be required to delete your data;
  - You validly object to the processing as described below;
  - We have unlawfully processed the data; or
  - We must delete the data to comply with a legal obligation.
- **Objection:** if we process your personal information to perform tasks carried out in the public interest or on the basis of legitimate interests (as set out in the appendix), you can object to this processing on the basis of your particular situation. We will only then continue the processing if we have overriding legitimate grounds for this, or the processing is to establish, exercise or defend legal claims. You may also object if we process your personal information for direct marketing purposes.
  - **Restriction:** you can ask us to restrict our processing of your personal information if:
    - you contest the accuracy of the data (for a period that enables us to check it);
    - our processing is unlawful, but you don't want the data deleted;
    - we no longer need the data, but you require it to establish, exercise or defend legal claims; or
    - you have objected (as above) and are awaiting confirmation as to whether we have overriding legitimate grounds for processing.
  - **Transfer:** if our processing is based on your consent or necessary to carry out our contract with you, and is carried out by automated means, you can request a copy of the personal information you have provided to us and the transfer of this to someone else. Where technically feasible, you can ask us to transfer it directly.

**Complain to the Information Commissioner:** the Information Commissioner is the UK supervisory authority for data protection issues. We aim to resolve all complaints internally via our Head of Information and Governance who can be contacted via dedicated email address [dataprotection@parliament.scot](mailto:dataprotection@parliament.scot) but you do have the right to complain to the Information Commissioner at any time.

Our Data Protection Policy has more information on these rights and explains how you can exercise them.



## Appendix to Worker Privacy Notice of The Scottish Parliamentary Corporate Body

Data marked \* in the table below is 'special categories of personal information' or might disclose such information.

We must have additional legal grounds for processing special categories of personal information – these are listed in the middle column of the table.

Reason for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
<p>Make a decision about your recruitment or appointment</p> <p>Determine the terms on which you work for us, and advise you of these</p>	<p>To enter or carry out the contract</p> <p>To comply with a legal obligation</p> <p>For our legitimate interests:</p> <ul style="list-style-type: none"> <li>• to select suitable employees, workers and contractors</li> </ul> <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> <li>• To exercise or perform employment law rights or obligations</li> <li>• To review equality of opportunity or treatment</li> </ul>	<ul style="list-style-type: none"> <li>• Personal contact details (including name, date of birth, address, gender, email, telephone number, national insurance number)</li> <li>• Your application form, CV and interview notes</li> <li>• References and details of previous employers</li> <li>• Professional memberships and qualifications</li> <li>• Offer letter, contract of employment</li> <li>• Working time opt-out agreements</li> <li>• Work location</li> <li>• Start date</li> <li>• Disability*</li> </ul>
<p>Check you are legally entitled to work in the UK</p>	<p>To enter or carry out the contract</p> <p>To comply with a legal obligation</p>	<ul style="list-style-type: none"> <li>• Personal contact details</li> <li>• Documentation confirming your right to work in the UK (may include passport, national identity card)</li> </ul>
<p>Contact you</p> <p>Contact you in emergency situation; including to evoke business continuity procedures</p>	<p>To enter or carry out the contract</p> <p>To comply with a legal obligation</p> <p>For the purposes of processing voluntary benefit payments such as childcare</p>	<ul style="list-style-type: none"> <li>• Personal contact details</li> <li>• Work location</li> <li>• Offer letter and contract of employment</li> <li>• Start date</li> <li>• Bank account details</li> </ul>

<p>Administer our contract with you</p> <p>Ensure compliance with the terms of your contract</p> <p>Provide and process payments and benefits to you (including complying with pension auto-enrolment obligations, liaising with your pension provider and determining pension eligibility)</p> <p>If applicable, deduct tax and national insurance</p>	<p>vouchers consent will be required</p> <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> <li>To exercise or perform employment law rights or obligations</li> <li>To review equality of opportunity or treatment</li> </ul>	<ul style="list-style-type: none"> <li>Payroll and wage records, compensation history, salary and benefits details, including pension and bonus details</li> <li>Tax and national insurance details, including national insurance number</li> <li>Absence records (excluding data disclosing sickness and health information)</li> <li>Hours worked, overtime, shift records.</li> <li>Holiday records</li> <li>Information and correspondence regarding pregnancy, birth, maternity leave, paternity leave, adoption leave, parental leave, shared parental leave and time off for dependants*</li> <li>Age and date of birth</li> <li>Health data and sickness records, including disability information*</li> <li>Marriage or civil partnership status*</li> <li>Dependants*</li> </ul>
<p>Business management and planning, including accounting or auditing</p> <p>Manage performance and conduct</p> <p>Make decisions about salary and compensation</p> <p>Conduct disciplinary and grievance proceedings</p> <p>Assess qualifications and suitability for a job or task, including promotion decisions</p> <p>Manage flexible working applications</p>	<p>To carry out the contract</p> <p>To comply with a legal obligation</p> <p>For our legitimate interests:</p> <ul style="list-style-type: none"> <li>Business management</li> <li>Workforce planning</li> <li>Ensure a suitable workforce</li> <li>Ensure compliance with our policies and procedures</li> </ul> <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> <li>To exercise or perform employment law rights or obligations</li> </ul>	<ul style="list-style-type: none"> <li>Personal contact details</li> <li>Work location</li> <li>Offer letter and contract of employment</li> <li>Start date</li> <li>Payroll and wage records, compensation history, salary and benefits details, including pension and bonus details</li> <li>Absence records</li> <li>Hours worked, overtime, shift records.</li> <li>Holiday records</li> <li>Information and correspondence regarding pregnancy, birth, maternity leave, paternity leave, adoption leave, parental leave, shared parental leave and time off for dependants*</li> <li>Details of job titles and duties, work history, performance and appraisal records</li> </ul>

<p>Make decisions about continued employment or engagement</p> <p>Make arrangements for the termination of our working relationship</p>	<ul style="list-style-type: none"> <li>To review equality of opportunity or treatment</li> </ul>	<ul style="list-style-type: none"> <li>Age and date of birth</li> <li>Information and correspondence regarding flexible working applications</li> <li>Professional memberships and qualifications</li> <li>Training records</li> <li>Information and correspondence relating to disciplinary and grievance investigations and proceedings</li> <li>Information confirming you have read and understood our policies and procedures</li> <li>Information about your use of our information and communication systems, and emails passing through our systems (more detail on this can be found in our IT policy)</li> <li>Redundancy information, consultation notes, correspondence</li> <li>Performance management</li> <li>Information and correspondence relating to disciplinary and grievance investigations and proceedings</li> <li>Marriage or civil partnership status*</li> <li>Gender</li> <li>Information on gender reassignment*</li> <li>Data revealing race, religious beliefs or sexual orientation*</li> <li>Trade union membership*</li> </ul>
<p>Manage sickness absence</p> <p>Assess your fitness to work</p> <p>Consider disability status and reasonable adjustments for disabled workers</p>	<p>To carry out the contract</p> <p>To comply with a legal obligation</p> <p>For our legitimate interests:</p> <ul style="list-style-type: none"> <li>Business management</li> <li>Workforce planning</li> <li>Ensure a suitable workforce</li> <li>Ensure compliance with our</li> </ul>	<ul style="list-style-type: none"> <li>Personal contact details</li> <li>Work location</li> <li>Start date</li> <li>Offer letter and contract of employment</li> <li>Payroll and wage records, compensation history, salary and benefits details, including pension and bonus details</li> <li>Absence records</li> <li>Health data and sickness records, including disability</li> </ul>

	<p>policies and procedures</p> <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> <li>To exercise or perform employment law rights or obligations</li> <li>For the purposes of preventive or occupational medicine, or for the assessment of your working capacity</li> <li>To review equality of opportunity or treatment</li> </ul>	<p>information*</p> <ul style="list-style-type: none"> <li>Hours worked, overtime, shift records.</li> <li>Holiday records</li> <li>Information and correspondence regarding pregnancy, birth and maternity leave*</li> <li>Information and correspondence regarding breastfeeding*</li> <li>Information and correspondence relating to disciplinary and grievance investigations and proceedings</li> <li>Information confirming you have read and understood our policies and procedures</li> <li>Details of job titles and duties, work history, performance and appraisal records</li> </ul>
<p>Manage requests for time off work, including but not limited to time off for:</p> <ul style="list-style-type: none"> <li>Antenatal appointments;</li> <li>Maternity, paternity, adoption, parental and / or shared parental leave</li> <li>Time off for dependants</li> <li>Trade union duties</li> <li>Bereavement</li> <li>Jury service</li> </ul>	<p>To carry out the contract</p> <p>To comply with a legal obligation</p> <p>For our legitimate interests:</p> <ul style="list-style-type: none"> <li>Business management</li> <li>Workforce planning</li> <li>Ensure compliance with our policies and procedures</li> </ul> <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> <li>To exercise or perform employment law rights or obligations</li> </ul>	<ul style="list-style-type: none"> <li>Personal contact details</li> <li>Start date</li> <li>Offer letter and contract of employment</li> <li>Work location</li> <li>Absence records</li> <li>Information and correspondence regarding pregnancy, birth, maternity leave, paternity leave, adoption leave, parental leave, shared parental leave and time off for dependants*</li> <li>Dependants*</li> <li>Trade union membership*</li> </ul>

<ul style="list-style-type: none"> <li>Emergency leave / Carer's leave</li> </ul>		
Carry out education, training and development	<p>To carry out the contract</p> <p>For our legitimate interests:</p> <ul style="list-style-type: none"> <li>Business management</li> <li>Workforce planning</li> <li>Ensure a suitable workforce</li> <li>Ensure compliance with our policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Personal contact details</li> <li>Work location</li> <li>Start date</li> <li>Absence records</li> <li>Details of job titles and duties, work history, performance and appraisal records</li> <li>Professional memberships and qualifications</li> <li>Training records</li> <li>Learning experiences</li> </ul>
Comply with gender pay gap reporting obligations	<p>To comply with a legal obligation</p> <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> <li>To exercise or perform employment law rights or obligations</li> </ul>	<ul style="list-style-type: none"> <li>Gender</li> <li>Payroll and wage records, compensation history, salary and benefits details, including pension and bonus details</li> <li>Hours worked, overtime, shift records</li> <li>Absence records</li> <li>Information and correspondence regarding pregnancy, birth, maternity leave, paternity leave, adoption leave, parental leave, shared parental leave and time off for dependants*</li> </ul>
Comply with diversity monitoring reporting obligations	<p>To comply with a legal obligation</p> <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> <li>To exercise or perform employment law rights or obligations</li> </ul>	<ul style="list-style-type: none"> <li>Protected groups you belong to*: race, disability, gender, age, sexual orientation, religion or belief, gender reassignment, maternity and pregnancy.</li> <li>Contractual status</li> <li>Grade profile</li> <li>Information on paternity leave, shared parental leave, maternity leave and caring responsibilities*</li> </ul>
Adjustments for someone with a disability	To comply with a legal obligation and provide equal access to employment	<ul style="list-style-type: none"> <li>Disability*</li> <li>health information*</li> </ul>

	<p><u>*For special categories of information:</u></p> <p>To exercise or perform employment law rights or obligations</p>	
<p>Monitor your use of our IT and communications systems</p>	<p>For our legitimate interests:</p> <ul style="list-style-type: none"> <li>• Ensure compliance with our policies and procedures</li> <li>• Protect our business information</li> <li>• Ensure compliance with our confidentiality obligations to clients</li> <li>• Ensure network and information security, including checking for viruses, preventing unauthorised access to our information and communication systems, preventing malicious software distribution, or to find or retrieve lost messages</li> <li>• Service the needs of customers and clients</li> </ul>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Work location</li> <li>• Information about your use of our information and communication systems, and emails passing through our systems (more detail on this can be found in our Acceptable use of IT policy)</li> <li>• Correspondence to and from you (electronic or otherwise) and telephone voicemail messages during times when you are absent from the workplace (more detail on this is in our Acceptable use of IT policy)</li> </ul>
<p>Carry out equal opportunities monitoring</p>	<p>For our legitimate interests:</p> <ul style="list-style-type: none"> <li>• To review equality of opportunity or treatment</li> </ul> <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> <li>• To review equality of opportunity or treatment</li> <li>• To exercise or perform employment law rights or obligations</li> </ul>	<ul style="list-style-type: none"> <li>• Health data, including disability information*</li> <li>• Information regarding pregnancy and maternity*</li> <li>• Age and date of birth</li> <li>• Marriage or civil partnership status*</li> <li>• Gender</li> <li>• Information on gender reassignment*</li> <li>• Data revealing ethnicity, nationality, sexual orientation, or religious beliefs*</li> </ul>

Comply with health and safety obligations	<p>To comply with a legal obligation</p> <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> <li>To exercise or perform employment law rights or obligations</li> <li>For the purposes of preventive or occupational medicine, or for the assessment of your working capacity</li> </ul>	<ul style="list-style-type: none"> <li>Your name</li> <li>Health data and sickness records, including disability information*</li> <li>Accident records</li> <li>Training records</li> <li>Hours worked, overtime, shift records.</li> <li>Information regarding pregnancy and maternity*</li> <li>Information and correspondence regarding breastfeeding*</li> </ul>
Maintain records of your working time, holidays, and working time opt-out agreements	<p>To carry out the contract</p> <p>To comply with a legal obligation</p> <p>For our legitimate interests:</p> <ul style="list-style-type: none"> <li>Business management</li> <li>Workforce planning</li> </ul>	<ul style="list-style-type: none"> <li>Your name</li> <li>Hours worked, overtime, shift records.</li> <li>Working time opt-out agreements</li> <li>Holiday records</li> </ul>
Inform your contacts in the event of sickness, accident or other emergency	<p>For the legitimate interests of the emergency contacts you have notified to us:</p> <ul style="list-style-type: none"> <li>To be informed in the event of sickness, accident or other emergency</li> </ul>	<ul style="list-style-type: none"> <li>Your name</li> <li>Work location</li> <li>Emergency contact details</li> </ul>
<p>Make administrative arrangements for travel and accommodation for business purposes.</p> <p>Collect and maintain records of any dietary requirements</p>	<p>To carry out the contract</p> <p>Some offices collect and retain information relating to staff dietary requirements for the legitimate interest of making administrative arrangements in connection with booking meetings,</p>	<ul style="list-style-type: none"> <li>Your name</li> <li>Contact details</li> <li>Passport information</li> <li>Any dietary requirements</li> </ul>

	travel and training events.	
Protect your vital interests or those of another person (in exceptional circumstances, such as a medical emergency)	To protect your vital interests or those of another person  <u>*For special categories of information:</u> <ul style="list-style-type: none"> <li>To protect the vital interests of you or another person, if you are incapable of giving consent</li> </ul>	<ul style="list-style-type: none"> <li>Personal contact details</li> <li>Work location</li> <li>Accident records</li> <li>Health data and sickness records, including disability information*</li> <li>Emergency contact details</li> </ul>
For business promotion	For our legitimate interests: <ul style="list-style-type: none"> <li>Business promotion and marketing of our services</li> </ul>	<ul style="list-style-type: none"> <li>Your name</li> <li>Work location</li> <li>Work email address</li> <li>Work contact telephone number</li> </ul>
To understand employee attrition rates	For our legitimate interests:	<ul style="list-style-type: none"> <li>Your name</li> <li>Work location</li> <li>Offer letter, contract of employment</li> <li>Start date</li> <li>Details of job titles and duties, work history</li> <li>Information from exit interviews</li> </ul>
To provide a reference regarding you	To comply with a legal obligation	<ul style="list-style-type: none"> <li>Name</li> <li>Dates of employment</li> <li>Job title</li> <li>Reason for leaving</li> </ul>