

Last updated: 05/05/2020

## Great Manager, Privacy Notice

The Great Manager platform is provided by Best Companies Limited. For more information about Best Companies, please view the website [www.b.co.uk](http://www.b.co.uk).

We care about being transparent in how we use the personal data we receive. Please read our privacy notice below to understand what we do, and how we do it.

### CBI – The Confederation of British Industry

Best Companies is working in partnership with CBI, the Confederation of British Industry. The CBI is the UK's premier business organisation, providing a voice for firms at a regional, national and international level to policymakers. Their Purpose — helping business create a more prosperous society. The CBI is a not-for-profit membership organisation which works to create the best environment for business and economic growth. Their members include businesses of all sizes operating in the UK.

In the words of the CBI “As the UK's most influential business organisation, we campaign across a variety of sectors, regions and nations, tackling the major issues that affect your business. The case for a fair and flexible labour market and better people practices in UK workplaces isn't just about the numbers. It's about your people; and the real ways in which feeling that their work is fair and that people issues are a priority can transform their day-to-day experience of work. Good work makes a difference to individuals, business and wider society.”

The CBI campaigns tirelessly on behalf of its members so that business creates prosperity for all. Learn more about the work they do and the impact we are making on this issue. [www.cbi.org.uk/](http://www.cbi.org.uk/)

### What is the Great Manager campaign?

This is a campaign to recognise those that are Great Managers and inspire those that want to be.

The frontline of the current Covid-19 response is the NHS and other Care Providers. The #ClapForOurCarers campaign is recognising all the heroes that are putting their lives on the line to care for others.

Co-ordinating the response on the frontline and those also supporting Keyworkers are Managers. Caring for their teams as well as delivering for the Nation is a difficult job and we feel they should be recognised.

In the coming Weeks and Months the focus will shift to re-building our economy and as a result our lives. Recognising the difference that a Great Manager makes, will inspire others to join the effort in getting Great Britain back on its feet.

Tell us what makes your manager great, and what they do that others would appreciate. Please let your manager know you are nominating them; we will contact them to ensure they are happy to be publicly recognised on our site before publishing.

### What information do we collect?

To recognise your manager, we require:

**Your name:** We advise your manager who we received the nomination from and we publish your name on our site for recommending them.

**Your managers name:** We require your managers name in order to publicly recognise them.

**Who you both work for:** We provide the opportunity on the site to search by Sector; Organisation

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and by Manager. We believe it is right for your employer to be recognised for having great managers. We may also supply a list of nominated managers to their employer, on the organisations request.

**Managers email address:** We want to check that it is okay with your manager, prior to publishing. We will also use the email address, in order to link multiple nominations of the same person. We may also use it to contact the nominated manager directly, in relation to the nomination or any additional information in relation to the Great Manager profile.

Optional:

**Your experience about what makes them a great manager:** Although optional there is more chance they will be appreciated and others will be inspired, if you share what makes them special.

**Your email Address:** We only require this if you want to be notified when your manager appears on the site.

We also collect any additional information you provide to us, in support of the nomination.

### **Why do we ask for this information?**

The information we ask for is the information we need to process the nominations we receive, to contact nominees, verify their role as a Manager, and to publicly recognise their work.

If you are nominating a Manager for consideration, you will submit your name along with information about the nominee in an online application form. This will include the nominees name and contact details as well as a statement about why you are nominating them.

In order to publish and recognise a great manager, we will contact, via email, the manager nominated, to check they want to be published on the Great Manager website. We will also provide them with the opportunity to add additional information to ensure they are presented in the best possible way. Please be aware we will publish your name as the person who submitted the nomination.

Submissions for Great Managers will be screened, and Best Companies reserves the right to not publish a nominated individual or remove the published profile of a nominated individual at any time.

### **How long will we retain the personal data for?**

The nomination will be visible on the Great Manager site until new nominations come in to replace it. We will continue to show the most helpful nominations, so that others may learn from their example. Therefore, should somebody provide some great reasons why their manager is great – then the nomination will remain on the site as long as people find it helpful.

The nominations, once published are displayed in the public domain and will be recognised as items of public interest. Those that are recognised as insightful, will be collated and made available in the future as best practise, to inspire and aid future managers, to become better people managers. The public profile of those recognised as Great Managers may be shared or published by yourself and others on 3rd party platforms such as social media sites, to commend and highlight best practise. Please be aware that we do not own or have any control over third-party sites.

The email address of the person nominating is only provided where the individual wishes to be informed when the manager appears on the site. Once this has been completed this email address is deleted.

The manager's email address, is retained to link any additional nominations from other employees to the same manager. We continue holding this email address, until either a) we are no longer posting your nomination on the site or accepting new nominations or b) you request us to delete the email address (whichever occurs first).

We will never sell or share your email address, to third parties or use it for direct marketing purposes.

## **Purpose and lawful basis for processing**

Our purpose is to publicly recognise Great Managers. We do this by asking individuals to submit their name with details of the manager they are nominating to include their name, company name, email address, along with information about what makes the nominee a great manager in an online application form. We respect individuals right to privacy. You should ensure that the person you have nominated is aware that you are providing information about them and their work, to Best Companies.

The lawful basis we rely on to process your personal data is article 6(1)(f) of the GDPR, which allows us to process personal data where the processing is necessary for our legitimate interests or the legitimate interests of third parties. Our purpose in processing is to recognise and support managers and businesses with best practise, which also has a wider public interest for society at large with positive and inspiring good news. We have considered the purpose for the processing against the individual's interests, rights and freedoms. We do not ask for any sensitive personal data and believe that the processing benefits not only the individual with public recognition, but also supports and inspires others. In consideration of the individual we provide the opportunity for the individual to object to the processing prior to publishing. We also provide the opportunity for the individual to supply additional information about themselves for their site profile to ensure that they are presented in the best possible way. An employer has a legitimate interest, to request a list of their managers nominated prior to publication this should be deemed reasonable, as the employer of those managers being recognised, to share in the success and to provide internal recognition.

## **Our Security Statement and Processors**

we are dedicated to protecting all personal data we receive using industry best standards. All data is only accessible by authorised personnel and are employees who are all contractually subject to confidentiality. We take all reasonable steps to protect information we receive from you from loss, misuse or unauthorised access, disclosure, alteration, and/or destruction. We have put in place appropriate physical, technical, and administrative measures to safeguard and secure your information, and we make use of privacy-enhancing technologies such as encryption. An external auditor conducts an annual vulnerability assessment and penetration test on our systems, annually.

To provide the Great Manager Initiative we use a select number of trusted external service providers (known as Data Processors) for technical data analysis, processing and/or storage offerings. These service providers are carefully selected and meet high data protection and security standards. We only share information that is required for the services offered and we contractually bind them to keep any information we share with them as confidential and to process Personal Data only according to our instructions. For an up to date list of our data processors please view our data processor article. <https://support.b.co.uk/s/article/GDPR-OurDataProcessorsyourSub-Processors>.

## **Third-party sites**

Our websites may contain links to 3<sup>rd</sup> party websites. Please be aware that we are not responsible for the privacy practices of such other websites or third parties. We encourage you to be aware of when you leave our websites and to read the privacy notices of each and every website that collects personal information.

## **Google**

We have implemented Google Analytics for tracking events, location and page hits that assist us in the improvement and optimisation of the analysis of data supplied via the platform for content enrichment, including Google location API, and any necessary notices or consents for the collection and sharing of the data with Google.

## Compelled Disclosure

We reserve the right to use or disclose information provided if required by law or if the Company reasonably believes that use or disclosure is necessary to protect the Company's rights and/or to comply with a judicial proceeding, court order, or legal process.

## Privacy Notice Changes

We may make changes to this privacy notice to align with our operations and evolving laws. If we make changes to this privacy notice, we will post those changes here and in other appropriate places. We reserve the right to modify this privacy notice at any time, so please review it regularly. If we make significant changes, we will notify you here, or by other reasonable means. This privacy notice is currently only available in English. In the event non-English translations of this privacy notice are provided, it is done so for convenience only. In the event of any ambiguity or conflict between translations, the English version shall always take precedence.

## Individual Rights

Your Data, Your Rights: You have a right to be informed of personal data processed by Best Companies, a right to request rectification/correction, erasure and to restrict or object to the processing. You have the right to request access to your personal data. We can only adhere to a request if we hold personal data about you and are able to identify you. You also have the right to lodge a complaint with a supervisory authority, in the UK this is the Information Commissioners Office (ICO) <https://ico.org.uk/global/contact-us/>. You may exercise these rights by contacting the Data Protection Officer, contact details below.

## Contact

Thank you for taking the time to read our privacy notice, should you have a question about this privacy notice, or if you want to contact us regarding your individual rights, you can e-mail your request to [privacy@b.co.uk](mailto:privacy@b.co.uk), or write to:

The Data Protection Officer  
Best Companies Ltd  
Hamilton House  
Rackery Lane  
Llay, Wrexham  
United Kingdom  
LL12 0PB

**Please allow up to 72 hours for a response.**