

## **Workplace Mediation Privacy Policy**

### **Introduction**

Future Point Resolution (“we,” “our,”) is committed to protecting the privacy and rights of all individuals involved in workplace mediation processes while complying with the General Data Protection Regulation (GDPR). This GDPR Workplace Mediation Privacy Policy explains how we collect, use, disclose, and safeguard personal data during mediation processes.

### **Scope**

This policy applies to all individuals who participate in workplace mediation, including employees, supervisors, managers, mediators, and any other relevant parties, whose personal data may be processed.

### **Data Controller and Contact Information**

Future Point Resolution is the data controller responsible for the processing of personal data related to workplace mediation. If you have questions or concerns about our data practices, you can contact us at [info@futurepointresolution.co.uk](mailto:info@futurepointresolution.co.uk).

### **Types of Personal Data Processed**

We may collect the following types of personal data during the mediation process:

- Identification Information: Names, contact information (email addresses, phone numbers), employee identification numbers.
- Mediation-Related Information: Mediation case details, statements and communications made during mediation sessions, mediator notes and reports.
- Sensitive Information: Information related to the mediation issue, such as harassment, discrimination, or workplace disputes.

### **Legal Basis for Processing**

We process personal data for the following lawful purposes as defined under the GDPR:

- The necessity of processing for the performance of a contract or to take pre-contractual steps at the request of the data subject.
- Compliance with legal obligations to which the Business is subject.
- Legitimate interests pursued by the Business or a third party, to the extent that these interests are not overridden by the data subject’s fundamental rights and interests. Consent where applicable.

### **Data Security**

We have implemented appropriate technical and organisational measures to ensure the security and confidentiality of personal data. This includes encryption of data in transit and at rest, restricted access to mediation records, and regular security assessments.

### **Data Sharing**

We may share personal data collected during workplace mediation with the following parties:

- Mediators and facilitators involved in the mediation process.
- Legal and compliance personnel.

- Law enforcement agencies or regulatory bodies when required by law.

### **Data Retention**

We will retain personal data for as long as necessary to fulfil the purposes outlined in this policy or as required by applicable laws and regulations. Personal data will be securely disposed of when no longer needed.

### **Data Subject Rights**

Individuals participating in workplace mediation have the following rights regarding their personal data:

- Right to access their personal data
- Right to rectify inaccurate data.
- Right to erasure (right to be forgotten) under certain circumstances.
- Right to restrict processing under certain circumstances.
- Right to data portability.
- Right to object to the processing of their personal data.
- Right not to be subject to automated decision-making.

Requests to exercise these rights should be submitted in writing to

[info@futurepointresolution.co.uk](mailto:info@futurepointresolution.co.uk).

### **Changes to this Policy**

We may update this GDPR Workplace Mediation Privacy Policy to reflect changes in our practices or legal requirements. Any updates will be posted on our website or provided to individuals as required by law.