



Sole trader/Company/
Partnership name
Trading Name
Address Line 1
Address Line 2
Town
County
Postcode

T +44 (0) 20 7215 5000
E nmw.namingscheme@beis.gov.uk
W www.gov.uk/beis

MONTH YEAR

To whom it may concern,

National Minimum Wage Naming Scheme Press Release

We wrote to you recently informing you that you would be named publicly under the National Minimum Wage Naming Scheme via a BEIS press release. This letter is to notify you that a press release was published on **DATE** with your details, alongside other employers that have not complied with the National Minimum Wage law. We have attached a copy of the press release for your information.

Yours sincerely,

Department for Business, Energy & Industrial Strategy
National Living Wage and National Minimum Wage Team



Your personal data

If you provide us with any personal data, this section explains how it may be used and sets out your rights.

1. The identity of the data controller and contact details of our Data Protection Officer

The data controller is the Department of Business, Energy and Industrial Strategy (BEIS). The Data Protection Officer can be contacted by phone at 020 7215 5000 or by email to dataprotectionofficer@beis.gov.uk.

2. What BEIS will use personal data for

Any personal data will only be used by BEIS for the purposes of the National Minimum Wage (NMW) Naming Scheme.

3. Our legal basis for processing your personal data

The Data Protection Act 2018 states that, as a government department, BEIS may process personal data as necessary for the effective performance of a task carried out in the public interest, which in this case is the NMW Naming Scheme.

4. Sharing your personal data

We will not routinely share any personal data you provide to us with HMRC or other government departments, but may do so occasionally to check its accuracy against records they hold.

We will publish names of employers, including those trading as individuals, in accordance with the NMW Naming Scheme policy set out at section 5 of "National Minimum Wage Law: Enforcement", which is available at: <https://www.gov.uk/government/publications/enforcing-national-minimum-wage-law>.

5. How long we will keep your personal data

Your personal data will be held for 12 months after the naming scheme round you provide it for. After this it will be deleted within the following 6 months as part of our periodic deletion programme.

6. Your rights, e.g. access, rectification, erasure

You have considerable say over what happens to your personal data. You have the right:

- a. to see what data we have about you
- b. to ask us to stop using your data, but keep it on record
- c. to have all or some of your data deleted or corrected
- d. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.

7. Further points

Your personal data:

- will not be sent overseas
- will not be used for any automated decision making
- will be stored in a secure government IT system.