Aire Valley Facilities Services Ltd
[Registered address] · [data protection contact email] · [phone]

Private and confidential
Ms Siobhan McAllister
41 Wrenbeck Lane, Leeds LS8 4HQ

[Date]
Our reference: [reference]

Dear Ms McAllister,

Your subject access request of [date received]

Thank you for your request. Enclosed is a copy of the personal data we hold about you that falls within it: 10 documents (19 pages), together with a schedule that explains every redaction.

Some details about other people have been blacked out: names and work email addresses of colleagues who were not acting as your managers, a colleague who gave a statement in confidence, an external adviser, colleagues' personal contact details and identifiers (date of birth, NI number, bank details), your family members' names and contact details, and health or family information about other people. Each box carries a short code explained in the schedule. We have withheld this under the Data Protection Act 2018, Schedule 2, Part 3, paragraph 16, because it is information about other people and we do not consider it reasonable to disclose it without their consent. Everything about you is included, and managers named in their work role have been left in.

Information we are required to give you (UK GDPR Article 15)

Why we use your data	To manage your employment: the redundancy consultation and selection process, absence and reasonable adjustments, pay, and the handling of a data incident. [Add any other purposes.]
What data we hold	Identity and contact details; job and employment records; absence, health and adjustment records you have given us; meeting notes and consultation records; bank and payroll details; emails and Teams messages.
Who we share it with	[Payroll provider]; [pension provider]; HMRC; the external HR adviser we engaged to review the selection process; [any other recipients].
How long we keep it	In line with our retention schedule: [e.g. personnel file 6 years after employment ends; redundancy consultation records [x] years].
Your other rights	You can ask us to correct inaccurate data, to erase it, to restrict how we use it, or object to our using it. Contact [name] at [email].
Complaints	You can complain to the Information Commissioner's Office: ico.org.uk/make-a-complaint or 0303 123 1113. We would welcome the chance to put things right first.
Where it came from	Mostly from you. Also from your managers and colleagues, our HR system (iTrent), Microsoft Teams, a colleague's witness statement and the external HR adviser.
Automated decisions	We make no decisions about you by automated means, including profiling. Decisions in the consultation were made by people.
Transfers abroad	[We do not transfer your data outside the UK.] / [Where our providers process it outside the UK, we rely on [UK adequacy regulations / the International Data Transfer Agreement].]

If you think anything is missing, or would like any of this explained, please contact [name] at [email].

Yours sincerely,

[Name]
[Job title], for Aire Valley Facilities Services Ltd

Enclosures: redacted documents 01-10; schedule of redactions.

SAMPLE - fictitious data - Double AIgents

Sample of a finished pack after review. Built from fictitious data with a known answer key; it shows the standard of a delivered pack, not raw first-pass output.

Schedule of redactions - subject access request of Siobhan McAllister

Controller: Aire Valley Facilities Services Ltd. Prepared by Double AIgents. SAMPLE - fictitious data. The redacted text itself is not reproduced in this schedule.

Codes

TP	Third-party name or work email (colleague, witness)	81 redactions
CT	Third-party contact details (personal phone, personal email, address)	14 redactions
ID	Third-party identifier (date of birth, NI number, bank account)	5 redactions
H	Third-party health or family information, including names of family members	11 redactions
CS	External sole-practitioner consultant (name, initials, trading name, bank)	10 redactions

Total: 121 redactions across 10 documents (19 pages). Every redaction is a true redaction: the text is removed from the file, not covered.

Released and why

Requester's own data	Siobhan McAllister's name, nicknames and initials, work and personal email, mobile, home address, date of birth, NI number, bank account and her own health information are released in full. It is her personal data and falls within UK GDPR Art 15.
Named staff acting in their work role	Gareth Pryce (Contracts Manager) and Joy Hunter (HR Manager): names, job titles, work email addresses and work phone number are released. They appear acting in a professional capacity; the balance under DPA 2018 Sch 2 Part 3 para 16(2)(b) and (3) favours disclosure (information about their role, no duty of confidence, expected of staff in these posts). Their personal mobile number and their own health and family circumstances are withheld (see rows coded CT and H).
Requester's family members	Her husband, sister and daughter, named as emergency contacts and dependant, are withheld as third-party data (rows coded H and CT), even though she knows them.
Ordinary words that match a name	Ordinary words that happen to match someone's name (for example a job title, a shop or the colour of a mower) are left visible where they do not refer to a person.
Substance of third-party documents	The consultant's report, the witness statement and the chat messages are released with only the identifying details boxed, so the requester sees what was said about her and the decisions taken.

Redactions

Ref	Document	Page	Code	Category	Legal basis	Reason
01-01	01 Email chain - at risk of redundancy	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
01-02	01 Email chain - at risk of redundancy	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
01-03	01 Email chain - at risk of redundancy	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of the colleague who acted as companion and gave a witness statement in confidence
01-04	01 Email chain - at risk of redundancy	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
01-05	01 Email chain - at risk of redundancy	2	H	health	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought; special category data weighs against disclosure (para 16(3)(a))	Health information about a member of staff
01-06	01 Email chain - at risk of redundancy	2	CT	contact	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Personal mobile number of a member of staff; personal contact details are not released
01-07	01 Email chain - at risk of redundancy	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
01-08	01 Email chain - at risk of redundancy	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Work email address of another employee who is not acting in a management role here

01-09	01 Email chain - at risk of redundancy	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
01-10	01 Email chain - at risk of redundancy	2	CT	contact	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Personal email address of another employee
01-11	01 Email chain - at risk of redundancy	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
02-01	02 Note of first consultation meeting	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of the colleague who acted as companion and gave a witness statement in confidence
02-02	02 Note of first consultation meeting	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of the colleague who acted as companion and gave a witness statement in confidence
02-03	02 Note of first consultation meeting	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
02-04	02 Note of first consultation meeting	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
02-05	02 Note of first consultation meeting	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of the colleague who acted as companion and gave a witness statement in confidence
02-06	02 Note of first consultation meeting	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
02-07	02 Note of first consultation meeting	2	H	family	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a member of the requester's family; their own personal data
02-08	02 Note of first consultation meeting	2	CS	consultant	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of an external sole-practitioner consultant (not an employee of the controller)
02-09	02 Note of first consultation meeting	2	CS	consultant	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Trading name of an external sole-practitioner consultant; it is her own name
03-01	03 Email chain - absence	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
03-02	03 Email chain - absence	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
03-03	03 Email chain - absence	2	H	family	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought; private family circumstances weigh against disclosure (para 16(3)(a))	Bereavement / family circumstances of a member of staff
03-04	03 Email chain - absence	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
03-05	03 Email chain - absence	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Work email address of another employee who is not acting in a management role here
03-06	03 Email chain - absence	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
03-07	03 Email chain - absence	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
03-08	03 Email chain - absence	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Work email address of another employee who is not acting in a management role here
03-09	03 Email chain - absence	2	H	health	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought; special category data weighs against disclosure (para 16(3)(a))	Health information about a colleague's spouse
03-10	03 Email chain - absence	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
03-11	03 Email chain - absence	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
04-01	04 Letter - consultation outcome	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of the colleague who acted as companion and gave a witness statement in confidence

04-02	04 Letter - consultation outcome	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-01	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-02	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-03	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-04	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
05-05	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-06	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
05-07	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-08	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-09	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-10	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-11	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
05-12	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-13	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of the colleague who acted as companion and gave a witness statement in confidence
05-14	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-15	05 Teams chat export	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-16	05 Teams chat export	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of the colleague who acted as companion and gave a witness statement in confidence
05-17	05 Teams chat export	2	CT	contact	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Personal mobile number of the witness
05-18	05 Teams chat export	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of the colleague who acted as companion and gave a witness statement in confidence
05-19	05 Teams chat export	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-20	05 Teams chat export	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-21	05 Teams chat export	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-22	05 Teams chat export	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-23	05 Teams chat export	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role

05-24	05 Teams chat export	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
05-25	05 Teams chat export	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-26	05 Teams chat export	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
05-27	05 Teams chat export	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
06-01	06 iTrent employee record	1	H	family	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a member of the requester's family; their own personal data
06-02	06 iTrent employee record	1	CT	contact	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Contact details of a member of the requester's family (emergency contact)
06-03	06 iTrent employee record	1	H	family	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a member of the requester's family; their own personal data
06-04	06 iTrent employee record	1	CT	contact	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Contact details of a member of the requester's family (emergency contact)
06-05	06 iTrent employee record	1	H	family	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a member of the requester's family; their own personal data
06-06	06 iTrent employee record	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
06-07	06 iTrent employee record	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
06-08	06 iTrent employee record	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
06-09	06 iTrent employee record	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
06-10	06 iTrent employee record	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
06-11	06 iTrent employee record	2	H	family	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a member of the requester's family; their own personal data
06-12	06 iTrent employee record	2	H	family	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a member of the requester's family; their own personal data
06-13	06 iTrent employee record	2	H	health	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought; special category data weighs against disclosure (para 16(3)(a))	Health information about the requester's relative
07-01	07 Consultant moderation report	1	CS	consultant	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Trading name of an external sole-practitioner consultant; it is her own name
07-02	07 Consultant moderation report	1	CT	contact	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Contact details of an external sole-practitioner consultant (identify a private individual)
07-03	07 Consultant moderation report	1	CT	contact	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Contact details of an external sole-practitioner consultant (identify a private individual)
07-04	07 Consultant moderation report	1	CT	contact	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Contact details of an external sole-practitioner consultant (identify a private individual)
07-05	07 Consultant moderation report	1	CS	consultant	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of an external sole-practitioner consultant (not an employee of the controller)
07-06	07 Consultant moderation report	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
07-07	07 Consultant moderation report	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's

07-08	07 Consultant moderation report	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
07-09	07 Consultant moderation report	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
07-10	07 Consultant moderation report	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
07-11	07 Consultant moderation report	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
07-12	07 Consultant moderation report	2	CS	consultant	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of an external sole-practitioner consultant (not an employee of the controller)
07-13	07 Consultant moderation report	2	CS	consultant	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Trading name of an external sole-practitioner consultant; it is her own name
07-14	07 Consultant moderation report	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
07-15	07 Consultant moderation report	2	ID	identifier	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Date of birth of another employee (appendix included in error)
07-16	07 Consultant moderation report	2	ID	identifier	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	National Insurance number of another employee (appendix included in error)
07-17	07 Consultant moderation report	2	CT	contact	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Home address of another employee (appendix included in error)
07-18	07 Consultant moderation report	2	ID	identifier	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Bank account of another employee (appendix included in error)
07-19	07 Consultant moderation report	2	CS	consultant	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Initials of an external sole-practitioner consultant, used as her invoice number prefix
07-20	07 Consultant moderation report	2	CS	consultant	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of an external sole-practitioner consultant (not an employee of the controller)
07-21	07 Consultant moderation report	2	CS	consultant	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Bank of an external sole-practitioner consultant (invoice payment details)
07-22	07 Consultant moderation report	2	ID	identifier	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Bank account of an external sole-practitioner consultant (invoice)
07-23	07 Consultant moderation report	2	CT	contact	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Contact details of an external sole-practitioner consultant (identify a private individual)
08-01	08 Email chain - data incident	1	CS	consultant	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of an external sole-practitioner consultant (not an employee of the controller)
08-02	08 Email chain - data incident	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
08-03	08 Email chain - data incident	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of the colleague who acted as companion and gave a witness statement in confidence
08-04	08 Email chain - data incident	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
08-05	08 Email chain - data incident	2	CT	contact	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Personal email address of another employee
08-06	08 Email chain - data incident	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
08-07	08 Email chain - data incident	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
08-08	08 Email chain - data incident	2	CT	contact	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Personal email address of another employee

08-09	08 Email chain - data incident	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
09-01	09 Witness statement	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought; source of information owed confidentiality (para 16(3)(b), 16(4)(a))	Name of the colleague who acted as companion and gave a witness statement in confidence
09-02	09 Witness statement	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
09-03	09 Witness statement	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
09-04	09 Witness statement	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
09-05	09 Witness statement	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
09-06	09 Witness statement	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
09-07	09 Witness statement	1	CT	contact	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Personal mobile number of the witness
09-08	09 Witness statement	1	ID	identifier	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Date of birth of the witness
09-09	09 Witness statement	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought; source of information owed confidentiality (para 16(3)(b), 16(4)(a))	Name of the colleague who acted as companion and gave a witness statement in confidence
09-10	09 Witness statement	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought; source of information owed confidentiality (para 16(3)(b), 16(4)(a))	Name of the colleague who acted as companion and gave a witness statement in confidence
09-11	09 Witness statement	2	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
10-01	10 Handwritten note (scan)	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
10-02	10 Handwritten note (scan)	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of another employee in the redundancy pool; their own employment matter, not the requester's
10-03	10 Handwritten note (scan)	1	TP	third-party name	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Name of a colleague mentioned in passing; not acting in a management role
10-04	10 Handwritten note (scan)	1	H	health	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought; special category data weighs against disclosure (para 16(3)(a))	Health information about a colleague's spouse
10-05	10 Handwritten note (scan)	1	CT	contact	DPA 2018 Sch 2 Part 3 para 16: third-party data; balance under para 16(2)(b) and (3) applied, no consent sought	Personal mobile number of a member of staff; personal contact details are not released

From: Hunter, Joy <joy.hunter@airevalleyfs.co.uk>
Sent: 03 March 2025 09:31
To: McAllister, Siobhan <siobhan.mcallister@airevalleyfs.co.uk>
Cc: Pryce, Gareth <gareth.pryce@airevalleyfs.co.uk>
Subject: At risk of redundancy - Lot 3 supervisory pool

Dear Siobhan,

As you know, the council has awarded Lot 3 to another provider from 1 June. Your role as Grounds Supervisor sits mainly in Lot 2, so you will not transfer, but the reduction in supervisory work across the remaining lots means one of the three supervisor posts in your pool is at risk.

I am sorry to tell you that you are in that pool, with [redacted] and [redacted] No decision has been made. I would like to invite you to a first individual consultation meeting on Monday 10 March at 10:00 at the Seacroft depot. You may bring a colleague or a trade union representative.

Selection criteria for the supervisory pool were agreed with the recognised trade union on 24 February 2025 and cover skills and qualifications, disciplinary record, attendance and flexibility.

Kind regards,
Joy Hunter
HR Manager | Aire Valley Facilities Services Ltd
0113 496 0254

On Mon, 3 Mar 2025 at 18:04, Siobhan McAllister <shiv.mcallister@example.com> wrote:
> Hi Joy,
> Thanks for letting me know. I'll be there. I'd like [redacted] to come with me as my union rep.
> Can I ask that my sickness absence last autumn is not counted? It was all down to my diabetes
> and you agreed adjustments at the time. Sending from my own email as I'm on a rest day.
> Siobhan

SAMPLE - fictitious data - Double AIgents

From: Pryce, Gareth <gareth.pryce@airevalleyfs.co.uk>
Sent: 04 March 2025 07:52
To: Hunter, Joy <joy.hunter@airevalleyfs.co.uk>
Subject: RE: At risk of redundancy - Lot 3 supervisory pool

Joy - fine by me on the absence point, it should be disregarded. For what it's worth Siobhan is the strongest of the three on the paperwork side; [redacted] has the better plant tickets.

I'm only in Tuesday to Thursday at the moment, I'm [redacted] If anything urgent comes up use my mobile, [redacted]

Gareth

From: [redacted]
Sent: 04 March 2025 12:15
To: Pryce, Gareth <gareth.pryce@airevalleyfs.co.uk>
Subject: Pool

Gareth, I've heard it's me, Siobhan and [redacted] I'm not being funny but I've got twenty years in and Siobhan has been off half of last year. Please send anything about this to my home email, [redacted] as I don't want it on the work system.

[redacted]

SAMPLE - fictitious data - Double AIgents

NOTE OF MEETING - FIRST INDIVIDUAL CONSULTATION
Private and confidential

Date: 10 March 2025, 10:00-11:05, Seacroft depot meeting room
Present: Siobhan McAllister (Grounds Supervisor), Joy Hunter (HR Manager, chair), Gareth Pryce (Contracts Manager)
Companion: [redacted] (GMB workplace representative)
Note-taker: Mrs Hunter

1. Background
Joy explained the loss of Lot 3, the reduction from three supervisor posts to two in the Lot 2 / Lot 5 pool, and the selection criteria agreed with the union. Siobhan confirmed she had received the criteria.

2. Attendance
Siobhan asked that her absence between September and November 2024 be disregarded, as it related to type 1 diabetes, which she considers a disability. Joy confirmed that disability-related absence would not be scored. [redacted] asked for this to be confirmed in writing.

3. Selection pool
Siobhan questioned whether [redacted] should be in the pool, as she believes [redacted] spends most of her time on Lot 3 and should transfer. Gareth said he would check the timesheets for the last twelve months.

[redacted] raised a comment reported to her: that [redacted] had said in the canteen that "the diabetic one will be first out". Joy said this would be looked into separately and would play no part in scoring.

SAMPLE - fictitious data - Double AIgents

4. Alternatives
Joy shared the vacancy list. Siobhan expressed interest in the Contract Compliance Officer vacancy, subject to hours. She explained that she needs to finish by 15:00 on Wednesdays to collect her daughter H

5. Next steps
- Gareth to confirm the Lot 3 assignment of each pool member by 14 March.
- Scoring to be moderated by an external adviser, CS of CS
- Second consultation meeting: 24 March 2025.

Attendance scoring disregards absences related to disability, pregnancy or maternity, and any absence covered by a reasonable adjustment agreed with the employee.

Note agreed by SMcA with one amendment (paragraph 3), 12 March 2025.

SAMPLE - fictitious data - Double AIgents

From: McAllister, Siobhan <shiv.mcallister@example.com>
Sent: 17 March 2025 06:44
To: Pryce, Gareth <gareth.pryce@airevalleyfs.co.uk>
Cc: Hunter, Joy <joy.hunter@airevalleyfs.co.uk>
Subject: Not in today

Morning Gareth,

I won't be in today. I had a severe hypo in the night and the paramedics came out; I'm fine now but the GP has told me to rest for two days. I'll get a fit note if it runs past Wednesday.

[redacted] has the keys for the Lot 2 vans. I'm on 07700 900637 if anyone needs anything, but I'll be asleep most of the morning.

Shiv

From: Pryce, Gareth <gareth.pryce@airevalleyfs.co.uk>
Sent: 17 March 2025 07:30
To: shiv.mcallister@example.com
Cc: joy.hunter@airevalleyfs.co.uk
Subject: RE: Not in today

No problem at all, look after yourself. I'll ask [redacted] to cover the Monday rounds. Don't worry about the consultation timetable, Joy will move the second meeting.

Gareth

SAMPLE - fictitious data - Double AIgents

From: Hunter, Joy <joy.hunter@airevalleyfs.co.uk>
Sent: 17 March 2025 09:12
To: shiv.mcallister@example.com
Subject: RE: Not in today

Dear Siobhan,

Sorry to hear this, and I hope you feel better soon. I've moved your second consultation meeting to Thursday 27 March. This absence will be treated as disability-related and will not count towards selection.

Please note I'm away from 31 March to 4 April, [redacted] My colleague in Payroll can help with anything urgent.

Kind regards,
Joy Hunter

From: Pryce, Gareth <gareth.pryce@airevalleyfs.co.uk>
Sent: 17 March 2025 09:40
To: [redacted]
Subject: Cover - Lot 2 Monday rounds

[redacted] can you cover Siobhan's rounds today and tomorrow? Just tell the team she's off, nothing more.

Gareth

On Mon, 17 Mar 2025 at 09:58, [redacted] wrote:
> Today yes. Not tomorrow, I'm [redacted] and it's her treatment day. [redacted] might do it.
> [redacted]

Employees at risk of redundancy are given access to the internal vacancy list and a four-week trial period in any suitable alternative role, without loss of their right to a redundancy payment.

SAMPLE - fictitious data - Double AIgents

Aire Valley Facilities Services Ltd
Seacroft Depot, Ambergate Way, Leeds LS14 1NQ

PRIVATE AND CONFIDENTIAL
Ms McAllister
41 Wrenbeck Lane, Leeds LS8 4HQ

16 April 2025

Dear Ms McAllister,

Outcome of redundancy consultation - Lot 2 / Lot 5 supervisory pool

Thank you for attending the consultation meetings on 10 March, 27 March and 9 April 2025, accompanied by [redacted].

Following your representations, we reviewed the composition of the pool. Timesheets for the last twelve months show that [redacted] spent 71% of her time on Lot 3; she is therefore assigned to Lot 3 and will transfer to the new provider on 1 June. The pool has been re-drawn and now contains two supervisors for two posts.

I am therefore pleased to confirm that your role is no longer at risk of redundancy and that the consultation process has ended as far as you are concerned. No selection scoring will be applied to you.

SAMPLE - fictitious data - Double AIgents

I also confirm that your absences in 2024 and 2025 relating to type 1 diabetes have been recorded as disability-related, and that the adjustments agreed in November 2024 (flexible break times and a vehicle with a cool box for insulin) remain in place.

Your separate concern about a remark attributed to a colleague has been investigated by Gareth Pryce, and appropriate action has been taken. For confidentiality reasons I cannot share the outcome.

Enhanced redundancy pay under the company scheme is calculated at one and a half times the statutory amount, subject to the statutory cap on a week's pay.

If you have any questions, please contact me.

Yours sincerely,

Joy Hunter
HR Manager
joy.hunter@airevalleyfs.co.uk | 0113 496 0254

cc: Mr Pryce, Contracts Manager; personnel file

SAMPLE - fictitious data - Double AIgents

Microsoft Teams chat export
Chat: Seacroft Supervisors
Exported: 30/05/2025 16:02

[03/03/2025 12:10] [redacted] anyone else had the email
[03/03/2025 12:11] [redacted] yep. me siobhan and you
[03/03/2025 12:12] Siobhan McAllister: gutted. let's not fall out over it though
[03/03/2025 12:14] [redacted] easy for you to say shiv
[03/03/2025 12:15] [redacted] pack it in
[11/03/2025 07:02] [redacted] who's going past the baker on Easterly Road, depot's out of milk
[11/03/2025 07:03] [redacted] me. [redacted] you want a bacon bap?
[11/03/2025 07:04] [redacted] go on then [redacted]
[17/03/2025 07:35] Gareth Pryce: Siobhan off today and tomorrow, [redacted] covering Lot 2 Monday
[17/03/2025 07:40] [redacted] again?
[17/03/2025 07:41] [redacted] don't
[17/03/2025 07:42] gareth: Enough. [redacted] see me at 9.

SAMPLE - fictitious data - Double AIgents

[27/03/2025 15:20] [redacted] shiv how did it go, ring me on [redacted] when you're out
[27/03/2025 15:48] Siobhan McAllister: thanks [redacted] went ok i think
[16/04/2025 11:05] Siobhan McAllister: news: i'm staying! [redacted] good luck with the new lot, you'll be brilliant
[16/04/2025 11:07] [redacted] thanks shiv x
[16/04/2025 11:09] [redacted] congrats SMcA. sorry about the canteen thing, out of order
[16/04/2025 11:10] Siobhan McAllister: appreciated [redacted]
[02/05/2025 08:15] [redacted] the dean of the uni rang about the verges on Clarendon Road again
[02/05/2025 08:16] Gareth Pryce: I'll call them back. And it's a pure joy to see the cemeteries looking right for once
[22/05/2025 13:30] [redacted] anyone seen the new mower, the green hunter one
[22/05/2025 13:31] [redacted] in bay 3
[29/05/2025 16:00] [redacted] last week on Lot 2 lads, thanks for everything
[29/05/2025 16:02] Siobhan McAllister: we'll miss you [redacted]

Aire Valley Facilities Services processes employee personal data in line with its employee privacy notice and retention schedule, both available on the staff intranet.

SAMPLE - fictitious data - Double AIgents

iTrent - Employee Record (extract)
Aire Valley Facilities Services Ltd - printed 02/06/2025 by Hunter, Joy

Employee: MCALLISTER, SIOBHAN
Known as: Shiv
Employee no: AV-11872
Job title: Grounds Supervisor (Lot 2)
Line manager: Gareth Pryce
Work email: siobhan.mcallister@airevalleyfs.co.uk
Personal email: shiv.mcallister@example.com
Mobile: +44 7700 900637
Home address: 41 Wrenbeck Lane, Leeds LS8 4HQ
Date of birth: 02/12/1986
NI number: QQ 12 34 56 C
Bank: GB82 WEST 1234 5698 7654 32

Emergency contacts
1. [redacted] (husband) - [redacted]
2. [redacted] (sister) - [redacted]

Dependants (for leave purposes): [redacted] daughter, born 2015.

SAMPLE - fictitious data - Double AIgents

Health and adjustments
Condition declared: type 1 diabetes (declared 2019). Adjustments agreed 11/2024: flexible breaks, insulin cool box in vehicle.

Absence history 2024-25
09/09/2024 - 22/11/2024: sickness, disability-related (excluded from triggers)
17/03/2025 - 18/03/2025: sickness, disability-related (excluded from triggers)

Case notes
03/03/2025 Placed at risk (Lot 2/5 supervisory pool with [redacted] and [redacted] Correction 14/03/2025: pool was [redacted] and [redacted] not [redacted]
16/04/2025 Removed from risk after pool re-drawn.
06/05/2025 Change of emergency contact requested by Mrs McAllister: [redacted] now first contact.
06/05/2025 Special leave 1 day: [redacted] in hospital, [redacted]

The employee assistance programme offers free and confidential counselling, legal information and debt advice, and can be reached by telephone at any time.

SAMPLE - fictitious data - Double AIgents

[redacted]

REPORT: MODERATION OF REDUNDANCY POOL AND SELECTION METHOD
Client: Aire Valley Facilities Services Ltd (instructed by Joy Hunter)
Author: [redacted]
Date: 4 April 2025

1. Instructions
I was asked by Mrs Hunter to moderate the selection scoring for the Lot 2 / Lot 5 supervisory pool and to advise on whether the pool had been correctly drawn.

2. Pool composition
The pool as notified on 3 March 2025 contained Siobhan McAllister, [redacted] and [redacted] Timesheet data supplied by Mr Pryce show that [redacted] was assigned to Lot 3 for 71% of her working time over the reference period. In my view she is wholly or mainly assigned to Lot 3 and her employment will transfer. She should not be in the pool.

3. Consequences
With [redacted] removed, the pool consists of two supervisors for two posts and no selection is necessary. I have therefore not finalised scores. For completeness, the provisional attendance score for Ms McAllister had wrongly included disability-related absence; that error would have needed correcting had scoring proceeded.

SAMPLE - fictitious data - Double AIgents

4. Other matters

Siobhan alleged a remark by [TP] about her diabetes. This is outside my instructions; I recommend it is dealt with under the dignity at work policy and that [TP] is not involved in any future selection decisions affecting her.

[CS]
[CS]

Appendix C (attached in error by the client, not considered): redundancy cost estimate prepared by Payroll

Name: [TP] | DOB: [ID] | NI: [ID] | Address: [CT]
[CT]

Estimated payment to bank account [ID] | 20 years' service

INVOICE [CS]-0425

Pool moderation and report, 2 days at GBP 650 per day, total GBP 1,300.00 (not VAT registered). Payment within 14 days by bank transfer to the account of [CS] at [CS], IBAN [ID]
[ID] quoting the invoice number; any queries about this invoice should be sent to
[CT]

Supervisors are responsible for timesheet approval, plant inspections and toolbox talks for their team, and act as first point of contact for council park officers.

SAMPLE - fictitious data - Double AIgents

From: McAllister, Siobhan <siobhan.mcallister@airevalleyfs.co.uk>
Sent: 08 April 2025 14:22
To: Hunter, Joy <joy.hunter@airevalleyfs.co.uk>
Subject: Report sent to me has someone else's details in it

Hi Joy,

The copy of [redacted] report you sent me yesterday has an appendix at the back that isn't about me. It's the payroll redundancy estimate for [redacted] and it has his date of birth, NI number, home address and the bank account the payment would go to. I've deleted it and not shown it to anyone, including [redacted]

I'd rather you told him than me, given how things have been.

Siobhan

From: Hunter, Joy <joy.hunter@airevalleyfs.co.uk>
Sent: 08 April 2025 16:05
To: McAllister, Siobhan <siobhan.mcallister@airevalleyfs.co.uk>
Subject: RE: Report sent to me has someone else's details in it

Hi Siobhan,

Thank you for telling me straight away and for handling it so carefully. I've logged it as a data incident; our assessment is that it does not need reporting to the ICO. I'll speak to [redacted] today and send you a corrected copy of the report.

Joy

SAMPLE - fictitious data - Double AIgents

From: Hunter, Joy <joy.hunter@airevalleyfs.co.uk>
Sent: 08 April 2025 16:40
To: [redacted]
Subject: Your personal data - incident notification

Dear [redacted]

I'm writing to your personal email as you asked. A document containing your date of birth, NI number, address and bank details was included in error in a report sent to one other employee. They reported it to us immediately and have confirmed it has been deleted. Please contact me if you have any concerns; you can also contact our data protection lead at dataprotection@airevalleyfs.co.uk.

Joy Hunter

On Tue, 8 Apr 2025 at 18:12, [redacted] wrote:
> Thanks Joy. I can guess who. Fair play to her for reporting it.
> [redacted]

Leave requests during the transfer period will be honoured where already approved; new requests for May are subject to operational cover across the remaining lots.

SAMPLE - fictitious data - Double AIgents

WITNESS STATEMENT

Name: [redacted]
Role: Cleansing Operative, Lot 5; GMB workplace representative
Taken by: Joy Hunter
Date: 25 March 2025

1. I have worked at the Seacroft depot since 2018 and have been a union rep since 2022.

2. On Friday 7 March 2025 at about 12:30 I was in the depot canteen. [redacted] was sitting at the next table with [redacted] and two operatives from Lot 3. I heard [redacted] say "they'll keep me, the diabetic one will be first out". He laughed. [redacted] told him not to be stupid.

3. I did not tell Siobhan straight away. I told her on 9 March, the day before her first consultation meeting, because I thought she should know before scoring started. I raised it at the meeting on 10 March.

4. I would prefer [redacted] is not told that this statement came from me, but I understand that may not be possible. My personal number is [redacted] and my date of birth, for the union's records, is [redacted]

Signed: [redacted]
Date: 25 March 2025

SAMPLE - fictitious data - Double AIgents

HR note (Joy, 26/03/2025): statement received. [redacted] asks for confidentiality; noted. [redacted] to be asked to confirm paragraph 2. Statement shared with Mr Pryce for the dignity at work investigation only.

Lot 3 of the Leeds City Council grounds maintenance contract covers parks, verges and cemeteries in the north-east wedge, and is delivered from the Seacroft depot by three mobile teams.

The council's re-procurement of Lot 3 concluded in January; the new provider takes over on 1 June 2025 and only staff wholly or mainly assigned to the lot will transfer under TUPE.

Mobile teams must complete a dynamic risk assessment before starting work on any site, recording traffic, weather and public-access hazards on the handheld device.

SAMPLE - fictitious data - Double AIgents

HANDWRITTEN NOTE - scanned

To: Joy
From: Gareth Pryce
22/04/25

Spoke to [redacted] re canteen comment - written warning accepted. He has apologised to Ms McAllister in person. [redacted] transfer paperwork signed. [redacted] asking for Fridays off, he is [redacted]
Please don't ring my mobile [redacted] on Mondays.
- Gareth

SAMPLE - fictitious data - Double AIgents