

## DATA PROTECTION POLICY

### Legislation

The legislation providing protection to rights of Employees and their access to personal data held about them is granted by the Data Protection Act 1998 which came into force on the 1 March 2000. The Act extends the provisions of the 1984 Act to enhance the definition of 'Data' to encompass manual (or paper based systems) filing systems as well as information about named individuals which is held on card indices and other related records.

All Personal Data held by the Company, in whatever format, be it paper or electronic, is held securely. For the purpose of this policy, Personal Data applies to all data held by the Company in connection with the Employer/Employee relationship as well as to any processed data such as credit references, employment agencies, banks, insurance companies, financial institutions, mail order companies, examining bodies and similar bodies.

### Data Protection Principles

Personal Data is always

- obtained by fair and lawful means
- held only for a legitimate purpose
- adequate, relevant and not excessive
- accurate and kept up to date
- not held for longer than necessary
- held in compliance with Employees rights of access
- not processed in a way calculated (or likely) to cause damage or distress to an Employee
- corrected, erased or destroyed if no longer relevant.
- protected against unauthorised access or disclosure and against accidental loss or destruction
- never transferred to any other party without the Employees consent (save for references).

Electronic data is held on a central server (in a locked room) and accessed via password protected PC's, only accessible to those staff for which it is absolutely necessary to perform their tasks (i.e. Bank information and rates of pay to payroll staff). Such data is backed up on a daily basis and back ups are held off site.

Paper based data, such as personnel files, employee records and accident books are held in locked cupboards and access is only available to those as necessary for them to perform their normal tasks. Employees are always afforded access to their own data (only) if reasonably requested.

