



DATA PROTECTION POLICY

(Please Note: This is the policy to comply with Data Protection Act. Our new Data Protection and Confidentiality Policy to comply with the General Data Protection Regulations is currently in development and will be posted on or before 25th May 2018)

1.1 The Data Protection Act relates to the handling of all data including employee information as well as client or customer related data. Data under the Act breaks down into two categories - ordinary personal data and sensitive personal data. The Act requires the Company to take additional steps to protect sensitive personal data.

What Sensitive Personal Data Do We Hold?

1.2 The Company believe that the vast majority of the information which it holds is not considered (under the terms of the Act) to be sensitive personal data. The Company believe that the only exceptions to this are:

- racial or ethnic origin - which we hold for the purposes of equal opportunity monitoring;
- pre-employment health questionnaire and other information relating to your health and sickness absence - which the Company holds so it we can monitor and control sickness absence and ensure that it can pay you sick pay; and
- any disciplinary or other records to the extent that they relate to criminal offences. For example, this would include criminal offences which you disclosed when you applied for a job with the Company (and which are not exempt from disclosure under the Rehabilitation of Offenders Act) and data created in the thankfully infrequent event of allegations being made against employees that involve or could involve a criminal offence, such as theft.

1.3 Subject to some exceptions, the Data Protection Act requires the Company to obtain your explicit consent to hold and process sensitive personal data. Without this consent the Company will not be able to process this data which would for example potentially produce the result that the Company could not pay you if you were off sick.

What Other Personal Data Do We Hold About You?

1.4 In general terms, the Act entitles you, on making a written request and paying the required fee, to obtain access to the data that the Company holds and processes about you. Precise details of what data the Company holds will vary from person to person. Broadly, however, the types of data that the Company will hold and process about you will include:



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- Personal Details

Title, Name, Address - for contact purposes;

Home and mobile phone numbers (if supplied) - for contact purposes;

National Insurance number - for payroll processing and tax purposes;

Date of birth and age - in order to address benefit related queries where age is a relevant factor and for the purpose of applying our retirement policy;

Emergency contact (possibly next of kin) details - for emergency contact purposes and for administration of flexible benefits; and

Marital status - in order to address benefit related queries where marital status may be a factor and for tax purposes.

- Employment record

Start date and length of service - for processing and informational purposes and so as to determine employment rights and eligibility for some benefits;

Employment history - in order to monitor career development;

Holiday entitlement - for payroll processing and informational purposes;

Pension scheme member - in order to respond to enquiries;

Health and safety roles - if applicable;

Accidents at work - if applicable for health and safety reasons; and

Any current disciplinary warnings.