



## Data Protection Policy

The Data Protection Act 1998 sets out rules and procedures to safeguard the processing of personal data. The Company, during employment and for as long as necessary after employment, will hold, use and process personal data relating to an employee from time to time for the purposes of staff administration, management, marketing and the legal or business needs of the Company.

The Company may also need to keep, process and hold personal data which relates to an employees health, racial or ethnic origin, religious or other beliefs, trade union membership and any criminal offences an employee may have, or is alleged to have committed.

As a controller of personal data under the Data Protection Act, the company will follow provisions laid down by the Act and in particular comply with the eight Data Protection Act Principles, namely that personal data must:

- Be processed fairly;
- Be processed for limited purposes;
- Be adequate, relevant and not excessive for those purposes;
- Be accurate;
- Not be kept for longer than is necessary;
- Be processed in accordance with the Act;
- Be kept secure;
- Not be transferred abroad without necessary safeguards.

It may also be necessary to disclose such personal data to third parties but the Company will only do so when it is strictly necessary.

Employees will be expected to assist the Company to comply with its obligations under the Data Protection Act when dealing with data of any kind whether on its manual data or held on computer. The employee must only access, vary, erase, copy or make use of any information belonging to the Company or held in the Company's manual and computerised records and files for the proper discharge of their duties and to the extent to which they are authorised to do so. Employees must not access, vary, erase, copy or use any information without authority or in any way that could place the Company in breach of its legal obligations. Any failure to abide with these rules may result in disciplinary action.

Under the Data Protection Act, employees are entitled access to personal data relating to themselves held by the Company to the extent set out in the Act.