

Data Protection Policy

Introduction

The Company needs to hold and use information about its employees, job applicants, clients, prospective clients, suppliers and subcontractors, in order to carry out its business.

Where the information stored constitutes personal data that relates to a living individual, we are obliged to comply with the requirements of the Data Protection Act (DPA), as amended.

This Policy sets out what data will be retained and how this data will be managed.

Data Protection Principles

Under the DPA, the Company is required to ensure that personal data is:

- processed fairly and lawfully;
- processed only for specific purposes;
- adequate, relevant and not excessive;
- accurate and kept up to date;
- kept for no longer than is necessary;
- kept in accordance with your rights; and
- kept securely and not transferred outside the European Economic Area unless an adequate level of protection for your rights is in place.

In essence, this means that we aim to tell you, in writing, what information we hold about you, the legal reason we hold it, as below, from whom we have obtained it, to whom we will disclose it, where the data is being transferred to (if outside the UK), how the data is to be protected, and the retention period of the data.

Personal Data, and the legal reasons why we hold it

The following are the legal options for holding your data:

- You give your consent
- Processing is necessary for the implementation and performance of a contract with you
- Compliance with a legal obligation
- Processing is necessary to protect the vital interests of yourself or another person
- The data is necessary for the performance of a task carried out in the public interest
- The data is necessary for the purposes of legitimate interests pursued by the controller (likely to be the Company holding the data) or a third party (could be someone acting on the Company's behalf).

Employment

Much of the personal or sensitive personal data stored by an organisation will relate to employment.

In terms of employment, these are the reasons why we keep and process data:

- considering your suitability for employment;
- administration of the payroll;
- provision of employee benefits and equipment;
- compliance with legal requirements;
- performance monitoring;
- absence management;
- in connection with disciplinary matters;
- to establish your training and/or development requirements;
- to establish a contact point in an emergency.

Sensitive Personal Data

In addition, the Company may hold, use and otherwise process sensitive personal data. Sensitive personal data is, according to the DPA, personal data which consists of the following:

- your racial or ethnic origin;
- your political opinions;
- your religious or similar beliefs;
- your membership or otherwise of a trade union;
- your physical or mental health or condition;
- your sexual life;
- your commission or alleged commission of any offence; or
- proceedings relating to such an offence.

We envisage processing sensitive personal data in the following circumstances:

- information relating to your physical or mental health or condition, for health monitoring purposes, assessing your suitability for work and for equal opportunities monitoring;
- information relating to your racial or ethnic origin where relevant to any application for a work permit and for equal opportunities monitoring;
- information relating to your membership or otherwise of a trade union for the purpose of undertaking consultations with employees where we are required to by law;
- information relating to your commission or alleged commission of any offence and proceedings relating to such an offence where appropriate for determining your suitability for employment initially and on an ongoing basis.

A high level of security will be in place for this type of data and limited access will apply.

Obligations relating to your Personal Data

Personal data and sensitive personal data will be held, both manually and on computer. Such data shall only be kept for as long as necessary, in accordance with legislation and the Company's Data Retention Policy.

In order to enable us to comply with the obligation to keep data up to date, you are required to immediately notify the Company of any changes to your personal details including, without limitation, any changes to your name, address, emergency contacts (employees only) and bank details.

Obligations relating to the Personal Data of Others

The Company will not make use of, divulge, or communicate to any person, any personal data or sensitive personal data relating to any third parties, including without limitation the following:

- applicants for employment (successful and unsuccessful);
- employees and former employees
- other individuals who are doing work or have done work for the Company

Breach of this requirement will be treated very seriously and, where appropriate, disciplinary action will be taken against the relevant employees. You should also be aware that, in certain circumstances, someone making an unauthorised disclosure of personal data, could be committing a criminal offence.

The Company will carry out a Data Protection Impact Assessment when implementing new technology or dealing with processing involving high risk for individuals.

Data Subject Rights

The DPA gives employees certain rights in connection with personal and sensitive personal data which relates to them.


These are your rights in relation to your personal data:

- to be informed of what data we hold, why we hold it and where it came from. This will be explained at the point of requesting the information.
- to make a subject access request and (subject to certain legal exemptions) to receive copies of your personal data which we hold. If you wish to exercise this right, you must make a request in writing to a senior member of staff. There will normally be no charge for providing the information you have requested and it will normally be provided within one month from the date of request.
- to have any inaccurate data corrected or erased.
- to restrict processing.
- data portability.
- to object to the data being held and processed. This may, however, not result in us withdrawing our holding and processing of the data.
- to withdraw consent under certain circumstances.
- Other rights in relation to automated decision making and profiling.
- to lodge a complaint with a supervisory authority.

Where the Company decides to use an external data processor, this will be detailed in the written contract. This will ensure that both sides understand their responsibilities.

Data relating to children may require the parents' consent.

The Company is obliged to report data breaches within 72 hours. Disciplinary action will be taken against you should you not report a breach immediately you are aware one has occurred.

Dated: May 2018	Review Date: May 2020
	
Managing Directors Signature:	