

Data Protection Act

Company Policy

Under the Data Protection Act 1988 & 2003 individuals are entitled to be made aware of the fact that data concerning them is being processed either by an automated system or a manual system and a right to copy of this data as defined by the Acts.

The company have established a Data Protection Policy which is outlined below.

POLICY

The company confirm its commitment to comply with the provisions of the Data Protection Acts and to facilitate employees in

- knowing what data is being processed concerning them,
- understanding why such data is being processed
- the arrangements made available to secure copies of such documents.

In pursuance of this policy -

The company will -

- Ensure all employees are made aware of the data that is being processed by the company
- Ensure all employees are aware of the purposes for the keeping of this data
- Ensure all employees are aware who is designated with the responsibility of controlling the contents and the use of personal data
- Ensure that all employees are aware to whom, if anyone, this data will be disclosed
- Ensure all employees are aware of any data which has been secured from another data controller or third party
- Ensure that all data will be processed fairly
- Ensure that all data will be kept confidential
- Ensure that all employees on receipt of the appropriate application, will be supplied with copies of data covered by this legislation

Employees will -

- (a) Ensure that they co-operate with the company in the provision of data which is necessary for the pursuance of their contract of employment with the company
- (b) Ensure that they will keep the company updated of any changes of information that they have submitted to the company
- (c) Be able to request copies of personal data held on automatic systems and copies of hard copy data held after 1st July 2003
- (d) Be able to request copies of all personal data held arising prior to 1st July 2003 from 24th October 07
- (e) Ensure that copies of all data received are kept safe at all times so as to reduce the need to re-issue such data

Request procedure:-

If an employee wishes to secure copies of their data they must submit their request in writing to the data controller. In such a case the company will ensure the data referred to under this legislation will be provided within 40 days of receipt of their request.

Employee information-

The data controller in the company is (XXX)

The data currently fairly processed by the company is as follows

- Pay roll and taxation information
- Personnel records
- Health and safety information
- Training details
- *(Any other data processed)*

Signed _____
Data Controller

Date _____