



Data Protection Act 1998

Company Policy

The company holds personal records on its employees both in paper files and on computer.

Of the records kept on computer.

- (a) In accordance with the provisions of the Data Protection Act 1974 you may request a print out of the information held on computer.
- (b) In accordance with the provisions of the Data Protection Act 1998, the information held by the Company about you will be made available to you on request (upon reasonable notice), together with a description of the purposes for which the Company keeps this information, and to whom it may be disclosed.

Every effort will be made to ensure that the information held is accurate and up-to-date. It is in your interest to tell the Personal Sub Group if your personal circumstances change; for example, if you get married or change your address.

Of the records not stored on computer:

- (a) Personnel files not stored on computer are the property of the Company and access to the information they contain is restricted. Generally, only your manager and other senior executives have a legitimate reason to review information in your file and only they are allowed to do so. When appropriate, the Company/Payroll Department Staff may have access to your file. With reasonable advance notice, you may review material in your file but only under the supervision of a member of the Company.
- (b) It is the policy of the Company not to give out any personal information (such as title, dates of employment or salary) to banks, credit agencies or anyone asking for the information, without written authorisation from you. If you need information released from the Company please make a written request to your manager.
- (c) If you receive a call from someone you do not know requesting information such as names, titles addresses or salaries of employees, it is the policy of the Company not to provide such information. Please refer any such call to the Company.