

Data Protection Act Policy Statement

PURPOSE

The Data Protection Act ensures that anyone who has access to, or uses others personal data, abides by the same set of principles.

The Data Protection Act exists in order to secure and respect an employees right to privacy with regard to personal information that is held about him/her.

In giving new privacy rights to individuals, the Act puts responsibility on those who keep personal information. Anyone processing personal data must comply with the principles, as set put below.

SCOPE

The Data Protection Act, and therefore this statement applies to all HCR employees, applicants, former applicants, agency workers, casual workers and contract workers.

DEFINITIONS

Personal Data

Data which relates to a living individual who can be identified from that data e.g. CV, performance development reviews, starter forms. This can be in manual or automatic records.

Processing Data

Anything we do with data is, in effect, processing it including organisation, adaptation, alteration or retrieval.

Sensitive Data

Information relating to racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, health, sex life and criminal convictions. Legitimate reasons for processing such data may be for example, the monitoring of ethnic backgrounds and treatment of minorities, for the purposes of demonstrating and promoting equal opportunities policies.

PRINCIPLES

The principles of the Data Protection Act are that data will:

- ✓ Be obtained and processed fairly and lawfully
- ✓ Be held only for specific and lawful purposes and must not be processed in a manner that is incompatible with those purposes
- ✓ Be adequate, relevant and not excessive for the purposes for which it is processed
- ✓ Be accurate and, where necessary kept up to date
- ✓ Be held for no longer than is necessary for the purpose for which it is processed
- ✓ Be processed in accordance with the rights of employees under the act
- ✓ Be subject to appropriate security measures
- ✓ Be subject to scrutiny by individuals who have the right to correct or erase inaccurate information

Failure to adhere to the principles of the Data Protection Act could result in disciplinary action.

I confirm that I have received a copy of the Company Data Protection Policy Statement and agree to adhere to the principles of the Act.

Andrew Finney
Managing Director

