



# BRADLEY DEMOLITION

## Data Protection Policy

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The Data Protection Act 2018 protects employees against the misuse of personal data and covers both manual and electronic records. All records held on computer fall within the Data Protection Act. Certain manual files may also fall within the Act, depending on the ease of access to data within the file. However, for consistency and good practice, the Company will adopt the same approach for all data held.

The Act requires that any personal data should be:

- Processed fairly and lawfully
- Obtained and processed only for specific and lawful purposes
- Adequate, relevant and not excessive
- Must be held securely and for no longer than is necessary
- Not transferred to a country outside the European Economic Area unless there is an adequate level of data protection in that country.

Purposes for which Personal Data may be Held

Personal data relating to you may be collected primarily for the purposes of:

- Recruitment, promotion, training, redeployment and /or career development, administration and or payment of wages
- Calculation of certain benefits including pensions
- Disciplinary, performance management or performance review purposes
- Recording of communication with you and your representatives
- Compliance with legislation
- Provision of references to financial institutions, to facilitate entry onto educational courses and or to assist future potential employers.
- Staffing levels and career planning
- The Company considers that the following personal data falls within the categories set out above:
- Personal details including name, address, age, status and qualifications. Where specific monitoring systems are in place, ethnic origin and nationality will also be deemed as relevant.

- References and CV's
- Emergency contact details
- Notes on discussions between management and you
- Appraisals and documents relating to grievance, discipline, promotion, demotion or termination of employment
- Training records
- Salary, benefits and bank/building society details
- Absence and sickness information
- Employees will be advised by the Company of the personal data which has been obtained or retained, its source, and the purposes for which the personal data may be used or to whom it will be disclosed.
- The Company will review the nature of the information being collected and held on an annual basis to ensure there is a sound business reason for requiring the information to be retained.

#### Sensitive Personal Data

Sensitive personal data includes information relating to the following matters:

- Your racial or ethnic origin
- Your political opinions
- Your religious or similar beliefs
- Your trade union membership
- Your physical or mental health or condition
- Your sexual orientation
- The commission or alleged commission of any offence by you.

To hold sensitive personal data, the Company must additionally satisfy a sensitive data condition. The most appropriate condition for employment purposes is that the processing is necessary to enable the Company to meet its legal obligations (for example, to ensure health and safety or to avoid unlawful discrimination).

#### Responsibility for the Processing of Personal Data

The Company has appointed the HR Department as the named individual responsible for ensuring all personal data is controlled in compliance with the Data Protection Act 2018. Employees who have access to personal data must comply with the Policy and adhere to the procedures laid down by the HR Department. Failure to comply with the Policy and procedures may result in disciplinary action up to and including summary dismissal.

#### Use of Personal Data

To ensure compliance with the Data Protection Act 2018 and in the interests of privacy, employee confidence and good employee relations, the disclosure and use of information held by the Company is governed by the following conditions:

Personal data must only be used for one or more of the purposes specified in this policy

Company documents may only be used in accordance with the statement within each document stating its intended use  
 Provided that the identification of individual employees is not disclosed, aggregate or statistical information may be used to respond to any legitimate internal or external requests for data (eg, surveys, staffing levels figures)

Personal data must not be disclosed, either within or outside the Company, to any unauthorised recipient.

### Personal Data Held for Equal Opportunities Monitoring Purposes

Where personal data obtained about candidates is to be held for the purpose of equal opportunities monitoring, all such data must be made anonymous.

### Disclosure of Personal Data

Personal data may be disclosed outside the Company only with your written consent, where disclosure is required by law or where there is immediate danger to the employee's health.

### Accuracy of Personal Data

It is the responsibility of all employees to ensure that personal information provided to the company, for example current address, is accurate and up to date. A copy of the change of personal details form can be obtained from the company forms area within the HR section of the company database.

In some cases, documentary evidence, e.g. qualification certificates or driving licence will be requested as proof of qualification. Once completed, these records will be stored in your personnel file.

### Access to Personal Data

Employees have the right to access personal data held about them. The Company will arrange for the employee to see all personal data held about them within 40 days of receipt of a written request to the HR Department.



Signed:

Karen Johnson - Director

Date: 07/12/2022