

We create a personnel file which contains relevant personal details (such as your application form, letter of engagement etc). We may add relevant documentation relating to you individually during the course of your employment.

We and / or our representatives retain this personal data in written or computerised form. It will be processed in a fair and lawful manner meeting statutory requirements. You have the right to access your file by giving reasonable notice. We may make a small administration charge to provide you with this service.

We require you to consent to the use of your personal data to facilitate your ongoing employment. We, our representatives or appropriate third parties may need to use such information. We may need it to contact you, pay you or provide statutory benefits like maternity pay. We may need to make statutory deductions on your behalf such as tax and National Insurance. We may record details of training, the outcome of a grievance, disciplinary hearing or some other valid employment related matter.


Data Protection

In the course of working for us you will inevitably come across and use confidential personal information about people as a result of their relationship with this Organisation. This may relate to other employees, service users and their supporters, our Suppliers and Clients etc. The information might be something as basic as a telephone number, name or address or it could be more sensitive personal information, for instance about a service user's personal circumstances, their health, care, finances, family relationship or other private matters.

It is important that you recognise that this is privileged information which must not be disclosed to any third party whether during or outside of working hours or even after you have left our employment; except as part of your authorised duties on our behalf or as required by law.

The Data Protection Act 1998 requires that eight important data protection principles are followed when handling personal data.

These are that personal data that must:-

- be fairly and lawfully processed;
- be processed for limited purposes and not in any manner incompatible with those purposes; 
- be adequate, relevant and not excessive;
- be accurate;
- not be kept for longer than is necessary;
- be processed in accordance with individuals' rights;

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- be secure;
- not be transferred to other countries without adequate protection.

Our Organisation's Data Policies and rules accord with the above principles. This summary will help you ensure that you do not breach our rules which, in line with the principles of the Data Protection Act above, prescribe strict requirements of confidentiality. If you are in any doubt about what information you may or may not provide to a third party, you must seek advice from your Line Manager. If you cannot get in touch with him / her and the circumstances are too urgent to await later attention, you must refer the issue to the General Manager for a decision. Except in dire circumstances, e.g. a medical emergency, you must not disclose the information concerned until you are absolutely sure that you are authorised to do so. We view the inappropriate disclosure of personal information as a serious disciplinary matter which may, following investigation, lead to disciplinary action including dismissal where the circumstances are particularly serious.

Under normal circumstances, no personal information can be disclosed by telephone in any circumstances. The only exception is if we provide you with a specific code or password to be obtained / used when releasing personal data.

You may not give information about a family member to someone else from the same family, without obtaining authority.

Please pay particular attention to the risks of transmitting confidential information by electronic means. Electronic transmission is notoriously insecure and, although in widespread use within business and public life, may still be inappropriate in certain circumstances. You must observe our internet, email and social networking procedures in respect of such transmissions. In respect of your use of social networking sites, we remind you that commenting inappropriately on sites such as Facebook, My Space, You Tube etc about this Organisation, other employees, our service users or their supporters, is a serious breach of our rules which will potentially be regarded as an act of gross misconduct. Equally, if you access another employee's, a service user or a supplier's records without authority, this will be treated as gross misconduct and is potentially a criminal offence under s.55 of the Data Protection Act 1998.

We also hold personal data about you. As part of your terms and conditions of employment, you expressly consent to such data being used by us, or our third party representatives, in order to facilitate your ongoing employment e.g. to contact you, pay you, provide you with statutory benefits e.g. maternity pay or make statutory deductions on your behalf e.g. tax and national insurance. We also reserve the right to monitor your data transmissions to ensure conformity with our data protection policies.

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If your personal information changes, you must let us know at the earliest opportunity so that our records can be updated. You may access personal information we hold on record about you providing you give us notice of your wish to do so. We retain the right to make a small administrative charge to facilitate this.

This summarises important elements of the way in which we deal with data protection issues. However, it cannot be exhaustive. Our data protection Policy and Procedures are covered with all new starters during induction and are the subject of training review from time to time. Should you be at all unsure about a matter relating to data protection and / or information you are allowed to gather, disclose, retain or dispose of, you should consult your Line Manager or our the General Manager, at the earliest opportunity.

Paul Parkinson

Paul Parkinson

CEO

21/06/2024

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