

DATA PROTECTION

8.1 INTRODUCTION

Totalis is committed to complying with UK Data Protection legislation and recognises that its employees have a right to privacy where possible in the work environment.

UK Data Protection legislation relates to the use of personal data (i.e. information which can be used to identify a living individual, for example a person's name, date of birth, home address, telephone number, job title and division, or CCTV or photograph of the person).

The Company will take all reasonable steps to use and safeguard your personal data in accordance with the prevailing UK Data Protection legislation.

8.2 COLLECTION, RETENTION AND PROCESSING OF INFORMATION

The Company shall endeavour to: collect, retain and use information only if it is connected with the employer/employee relationship for purposes such as the payment of salaries and compliance with legal obligations; obtain employees' express consent to the processing of sensitive personal data where reasonably practicable; and obtain information in a fair and open manner.

8.3 DATA STORAGE

Any records kept by Totalis will be kept confidential and retained in accordance with the General Data Protection Regulation(GDPR) and the Data Protection Act 2018.

Information will not be kept for longer than is necessary for the purposes for which it is processed.

Information will be processed in accordance with the rights of data subjects under the Act and subject to appropriate technical and organisational measures to protect against unauthorised or unlawful processing and accidental loss, destruction or damage.

Staff are also reminded that, as employees of Totalis, there are restrictions to the way in which they can use other people's personal data, whether being the data of their colleagues, the Company's suppliers or customers or any person with whom the Company deals.

Furthermore, you should be aware that you may be committing an offence, leading to potential liability both for you personally and for the Company, if you obtain, disclose or sell personal data relating to colleagues, suppliers or customers or any other person with whom Totalis deals without the consent of those concerned.

8.4 ACCESS TO DATA

Under the General Data Protection Regulation(GDPR) and the Data Protection Act 2018, an employee has the right to request access to any personal information held about him or her in a manual or computer-based file. Such a request must be made in writing to the Directors and will be processed within 40 calendar days. The Company is entitled to charge a fee of £10 in advance for allowing access to and/or copying information contained on an employee's personnel file.