

## **Data Protection Policy: General**

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The Data Protection Act 1998 protects employees against the misuse of personal data. 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 practise, the Company will adopt the same approach for data held.

The company will ensure that all employee and subcontractors personal data, specifically fleet drivers is:

- Processed fairly and lawfully;
- Obtained and processed only for specified and lawful purposes;
- Adequate, relevant and not excessive;
- Accurate and kept up to date;
- Held securely and for no longer than necessary;

An employee or subcontractor may request access to their personnel file at any time.

Personal data relating to employees or subcontractors may be collecting primarily for the purposes of:

- Recruitment, promotion, training, redeployment and/or career development;
- Administration and payment of wages;
- Calculation of certain benefits including pensions;
- Disciplinary or performance management purposes;
- Performance review;
- Recording of communication with employees and their representatives;
- Compliance with legislation;
- Staffing levels and career planning.

Employees or potential 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.

The Data Controller responsible for ensuring all personal data is controlled in compliance with the Data Protection Act 1998 is:  
*Aqeel Arshad*

Personal data may only be disclosed outside the Company with the employee's written consent, where disclosure is required by law or where there is immediate danger to the employee's health. Disclosure of information is strictly the responsibility of Management. Access to personal data must not be abused.

## **Disciplinary Action**

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Disciplinary action may be taken if any employee is found to be in breach of this policy.

Action may include instant relief from work, a verbal warning, a written warning and ultimately dismissal or termination of contract. All instances will be recorded. Any breach of the law will be dealt with by instant termination of contract. Naeem Arshad, MD

