

Special category personal data or Sensitive data

The only Sensitive data we keep is relating to staff and HR. It is a Vital Interest for the company to keep sensitive data on Employees – these are in the form health forms that are kept locked in the personnel files and pay details kept locked in the pays drawer.

This information is kept whilst the person is employed by us, and then kept for the length of time required by law, the HMRC and GDPR.

We have Sensitive data on applicants in the form of CVs and letters with regards to hiring staff. These are kept in the personnel filing cabinets and destroyed after at 6 month.

Sensitive data can includes verbal information you have been given eg. phone calls, call in sick. Emails and documents. An issue is sent to remind directors and owners of this and also to ensure they are aware of the regulations annually. Task ID911

Special Category Personal Data or Sensitive Data includes – bank details, staff / HR info, health info, DOB, wages, ethnic origin, political opinions, religious beliefs, trade union membership.

Other staff Sensitive Data is kept at the accountant - Armstrong Watson and Mewies Solicitors. We have reviewed their security and find it to be more then adequate. Also data is held by the HMRC which we have to make an assumption that they are securing details as per the law.