

VIAMED Ltd

Company Personnel Manual

Section 14. Data Protection

As part of your terms and conditions of employment, you give the company permission to collect, retain and process information about you, such as age, sex, ethnic origin etc. This information will only be used so that we can monitor our compliance with the law, and best practice in terms of equal opportunity and non-discrimination. The information, which we hold, will be checked from time to time to ensure that it remains up-to-date. Should your personal circumstances change e.g. Address, Next of Kin etc., you should notify a member of management immediately.

Any employee whose details are computerised may see data, which is currently held on an electronically processed database. Following the implementation of the Data Protection Act 1998 from 1st March 2000, those who have manual records kept about them may also have access to structured information relating to information for specific purposes, such as sickness and absence records.

The company is permitted to process personal data, which it holds for human resources purposes, under the first data principal of the new Act, it is justified because:

- a) The processing is necessary to fulfil a contract of employment.
- b) The processing is necessary for legal obligations, e.g. PAYE and NIC.

Employees access to their own manual personnel files is at the discretion of the management, and permitted access may be under certain specified conditions e.g. the file is read in an allocated area, and may not be taken away or copied.

Employees' access to files of other employees is strictly forbidden, and a breach of this is a disciplinary offence. Unauthorised disclosure of confidential employee data is also a disciplinary offence.