



Data Protection Policy

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Policy Statement

risual limited is committed to ensuring that all data that it holds is processed in accordance with the Data Protection Act 1998 ("DPA").

Scope

risual limited is a data controller for the purposes of the DPA and is obliged to keep your personal data secure and process it fairly and lawfully.

As part of your Contract of Employment, you consent to risual limited's and any other associated company's use of your personal data in accordance with this policy.

During your employment, risual limited will collect, retain and use details about you, which it may store electronically or as part of a paper filing system. This will include information concerning:

- your home address and contact details;
- recruitment records and references;
- bank details;
- appraisals and performance records;
- sickness records;
- salary, bonuses and other benefits including pension, childcare vouchers;
- records of work telephone use; [and]
- personal information
- security clearance records

risual limited takes all reasonable steps to keep your information confidential and will not disclose your personal information to anyone outside risual limited. However, risual limited may do so if it is required for the administration of your employment and associated benefits (e.g. in relation to pension providers or administrators of insurance schemes). risual limited may also need to make your personal information available to its professional advisers (e.g. lawyers, accountants, benefit service providers) or legal and regulatory authorities (e.g. HM Revenue and Customs).

risual limited may also from time to time need to make available or transfer some of your personal information outside the EEA, for personnel administrative reasons. You agree to the transfer of personal data about you not only within the country in which you are based but also, where appropriate, worldwide for the purposes stated above.

You are entitled to request access to any personal data concerning you which is held by risual limited. If you wish to do so, you should make a written request to the HR Department. risual limited is entitled to charge a fee for processing this request and will aim to provide you with the information within 40 days of the request. There may, however, be circumstances in which risual limited cannot release information to you, for example, where it contains personal data about another employee or third party. You are required to notify risual limited promptly of any changes in any of your personal information which you are aware is held by risual limited, for example, contact details, bank details, marital status or criminal convictions.

risual limited's data protection officer is the HR Advisor. If you have any queries about the way in which risual limited uses your personal information, please contact the HR Advisor.

All information contained in this policy should be read in conjunction with your Contract of Employment.