

# Data Protection Policy

## Introduction

Industrial Door Systems Ltd. recognises its responsibility and is committed to a policy of preserving the confidentiality of data as required by the Data Protection Act 1998.

IDS retain and processes information about staff in order to fulfil its purpose and its legal obligations to funding bodies and government. To comply with the law, information must be collected and used fairly, stored safely and securely and not be disclosed to any third person unlawfully.

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

### **We are committed to:**

- Ensuring that we comply with the eight data protection principles, as listed below
- Meeting our legal obligations as laid down by the data protection act 1998.
- Ensuring that data is collected and used fairly and lawfully
- Processing personal data only in order to meet our operational needs or fulfil legal requirements
- Taking steps to ensure that personal data is up to date and accurate
- Establishing appropriate retention periods for personal data
- Providing adequate security measures to protect personal data
- Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues.
- Ensuring that all staff are made aware of good practice in data protection
- Ensuring that everyone handling personal data knows where to find further guidance
- Ensuring that queries about data protection, internal and external to the organisation, is dealt with effectively and promptly.
- Regularly reviewing data protection procedures and guidelines within the organisation

## **Data Protection Principles**

- Personal data shall be processed fairly and lawfully
- Personal data shall be obtained for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998.
- Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic area unless that country or territory ensures an adequate level or protection for the rights and freedoms of data subjects in relation to the processing of personal data.

## **Status of Policy**

Industrial Door Systems Management has approved this policy. Any breach of the Data Protection Policy may result in the disciplinary procedures being instigated.

Any person who feels that this policy has not been adhered to in respect of their own personal data should raise this with their Head of Department or the IDS Data Protection Officer Mr D Clarke.

## **Responsibilities**

IDS are the data controller under the Data Protection Act, and are responsible for the implementation of the Act.

IDS have appointed a data protection officer to handle day to day issues which arise, and to provide staff with training and guidance on Data Protection issues to ensure they are aware of their obligations.

All staff are responsible for ensuring that any personal data supplied to the company is accurate and up to date. IDS should be immediately informed of any changes to the information which they have provided.

## **Consent**

Employees are informed about how their data will be processed when they agree to the Data processing consent notice upon commencement of employment.

Upon the acceptance of employment at IDS, staff consent to the processing and storage of their data as per the arrangements within the Personnel Handbook.

## **Data Security**

All staff are responsible for ensuring that personal data is held securely and is not disclosed to any unauthorised third parties. This applies to electronic and paper records. Any unauthorised disclosure will be treated as a disciplinary matter.

## **Data Retention**

IDS will retain some items of information for longer than others.

The following information on employees will be kept indefinitely:

- Name
- Date of Birth
- Address
- National Insurance No.
- Achievements / Training Certificates

IDS will keep information relating to individual staff members for a maximum of 7 years from the end of their employment. Persons who applied for a position at IDS and were unsuccessful will be disposed of securely immediately.

## **The Right of Access to Information**

The Data Protection Act 1998 provides an individual with the right to access personal data relating to him / her which is held by the company. This applies to data held electronically and also manual records that are in a relevant filing system.

Any individual who wishes to exercise this right should make a request to Mr D Clarke.

*J. W Barnett*

**J W Barnett  
Managing Director  
2011**

**Date: 4<sup>th</sup> October**

