

Company Name .....

## **DATA PROTECTION AND PERSONAL INFORMATION**

We will need to keep information about you for purposes connected with this employment, including recruitment and termination of employment such as information for payroll purposes, references, contact names and addresses and records relating to the employment. We believe these uses are consistent with the principles of the Data Protection Act 1998.

Such information will not be disclosed to anyone outside of the organisation unless we are under a legal obligation to do so or is necessary for the purpose of legal proceedings or if you have given consent. Within the organisation, the information should only be disclosed to those who need to see it in order to manage you.

This policy covers employees, job applicants, former employees and members of the workforce such as contractors and agency workers and relates to information held on computer and information in manual files that are structured so that specific information relating to a particular individual is readily accessible.

### **Sensitive personal data**

Some personal information is classed as 'sensitive' and we can only collect such data if you have given explicit consent or the information is necessary for the protection of health and safety or the information is necessary to prevent discrimination on the grounds of disability.

This is information about:

- racial or ethnic origin
- political opinions
- religious or similar beliefs
- trade union membership
- physical or mental health or condition
- sexual life
- offences or alleged offences committed
- proceedings relating to those offences or alleged offences

Such data will be stored securely and only those who have a legitimate reason should be allowed access to it.

This policy should be read in conjunction with the data protection clause in the BHA SER 1 form (application form for registration as a stable employee), a copy of which is available from the office and in conjunction with the consent clause contained within your contract/section 1 statement of terms of your employment.

## **Personal Information**

You must notify the company of your current address, bank account to which wage payments are made, the details of the person(s) to contact in the event of an emergency and you must notify us without delay of any changes to the above.

This policy does not give contractual rights to individual employees, workers or anyone else covered by it. We reserve the right to alter any of its terms at any time and will notify you of any changes.