



Data Protection Policy

There will be times that you will be privy to sensitive or confidential information belonging to BV Dairy, our employees, suppliers or clients.

This policy helps you ensure that you do not breach the Data Protection Act 2018 General Processing Regime, which provides strict rules in this area. If you are in any doubt about what you may or may not do, seek advice from your line manager.

At all times you should treat all information you hear, see or read as confidential and should not disclose it to any third party, unless it is already in the public domain or you have been given specific permission from the owner of the information to disclose it.

Any personal information you have access to must always be kept secure in accordance with the Data Protection Act and should never be transferred by any media that is not secured or encrypted.

Confidential information should be kept locked away when not in use, and you should “lock” your screen when leaving your PC/Laptop.

If you access another employee's records without authority this will be treated as gross misconduct and is a criminal offence under s.170 of the Data Protection Act 2018.

Your personal data

BV Dairy holds personal data about you. In your employment contract you have consented to the data being used as set out in the contract. If this information changes, you should let us know so that our records can be updated.

Personal data relating to employees is collected primarily for the purposes of:

- Recruitment, promotion, training, redeployment and/or career development;
- Administration and payment of wages;
- Calculation of certain benefits including pensions;
- Disciplinary purposes arising from an employee’s conduct or inability to perform your duties;
- Performance review;
- Recording of communication with employees and their representatives;
- Compliance with policy and/or legislation with regard to health and safety or other employment legislation;

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- Provision of references to financial institutions, to facilitate entry onto educational courses and/or to assist future potential employers;
- Staffing levels and career planning.

BV Dairy considers the following data relevant:

- Personal details including name, address, age, status and qualifications. Where specific monitoring systems are in place, ethnic origin and nationality will also be deemed as relevant;
- References and CVs;
- Emergency contact details;
- Notes on discussions between management/line manager and the employee;
- Appraisals and documents relating to grievance, discipline, promotion, demotion or termination of employment;
- Training records;
- Salary, benefits and bank/building society details;
- Absence and sickness information.

You have the right to access personal data held about you, by making a written request. We will arrange for you to see/hear all personal data held about you as soon as practicable.

If we sell all or part of our business we may be required to provide personal data about you to any prospective purchaser in the course of negotiations. So far as possible such data will be provided in an anonymous form and if this is not possible the prospective purchaser will be required to keep the information confidential. We will transfer your personal data on any transfer or sale falling within the terms of the Transfer of Undertakings (Protection of Employment) Regulations 2006.

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