

SENSITIVE PERSONAL DATA

The 1998 DPA defines 'sensitive personal data' as personal data, which relates to individuals':

- racial or ethnic origin;
- political opinions, religious beliefs or other beliefs of a similar nature;
- membership of a Trade Union;
- physical or mental health or condition;
- sexual life;
- commission or alleged commission of any offence; and
- any proceedings for any offence committed or alleged to have been committed and the outcome of such proceedings.

The Act prohibits the processing of sensitive data except in specified circumstances, for example, ethnic monitoring. Only with the explicit and informed consent of employees will such information be processed and maintained.

PROCEDURE – EMPLOYEE RIGHT OF ACCESS

You may have access to your personal employment record, within 30 days of written notice being received by KeyPlus Security Ltd.

KeyPlus Security Ltd will respond in writing confirming the date, time and place when access will be provided. No records may be removed from their kept location and any viewing must be in the presence of a person nominated by the Data Controller. A charge of up to £10 may be levied unless waived by a Director.

If you believe that any of the information on your personal employment record is inaccurate you should speak to your Line Manager and the matter will be fully investigated. You will be advised in writing of the outcome of the investigation and any action that has been taken within 21 days.

Any information on the personal employment record found, upon investigation, to be inaccurate would be corrected or removed, whichever is appropriate.