



# Data Protection

Scope: This policy applies to the Company, its employees and ex-employees.

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<b>Owner</b>	Kirk Siderman-Wolter		



## 1. Introduction

The Company's Data Protection Policy sets out how we are committed to a policy of protecting the rights and privacy of individuals in accordance with the Data Protection Act 1998. NUFORMIX needs to collect, store and process data about its staff and clients it has dealings with for administrative purposes (e.g. to recruit and pay staff, to administer programmes of study, to record progress, and to comply with legal obligations to funding bodies and government).

To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully. We recognise that the correct and lawful treatment of this data will maintain confidence in the organisation and will provide for successful business operations.

## 2. Purpose

The purpose of this document is to define the Company's Data Protection Policy and to set out rules on data protection and the legal conditions that must be satisfied when we obtain, handle, process, transfer and store personal data. It is intended to provide clear guidance for all those responsible to ensure the policy is correctly followed. Data users are obliged to comply with this policy when processing personal data.

## 3. Responsibilities

- 3.1 The Data Protection Compliance Officer is responsible for writing, ensuring that the technical content is accurate, ensuring that the correct numbering of the procedure is used and defining the circulation list.
- 3.2 The author is responsible for defining the Effective Date and Review Date.
- 3.3 The employee is responsible for following this policy.
- 3.4 The Company is responsible for following this policy.

## 4. Policy



In accordance with our obligations under the Data Protection Act 1998 we would like to remind you of the purposes for which the Company may collect and process personal information about our employees ('Personal Data'). We would also like you to consent to the continued processing of your Personal Data for these purposes.

## 5. Use of Personal Data

Broadly speaking, we use your personal information for administration and management purposes. This includes:-

- Maintaining your personnel file
- Ensuring that we pay you correctly and that we treat you in accordance with your contract of employment
- Paying income tax and national insurance on your behalf
- Making recruitment and promotion decisions
- Dealing with disciplinary and grievance matters
- Dealing with matters relating to your capability
- Managing redundancy situations
- Monitoring equality of opportunity

This list is not exhaustive but is designed to give you an indication of the types of use to which we put your personal information.

## 6. Types of Personal Data

The following is a list of the types of personal information we hold and use:-

- Name, home address, telephone and email contact details
- Marital status and number of children and other dependants
- Bank account details
- Tax code
- Next of kin and/or contact details in the event of an emergency
- Racial or ethnic origin
- Health details
- Criminal convictions



- Beneficiaries under any life assurance policies
- Details of qualifications or skills
- Pension contribution details
- Terms and conditions of employment
- Grievances and disciplinary matters
- Appraisal forms
- Holiday records
- Accident records
- Self-certification sickness forms and a doctors' fit note
- Medical reports
- Documentation relating to or authorising deductions from pay
- Consent forms

## 7. Data Protection Principles

Anyone processing personal data must comply with eight enforceable principles of good practice. These provide that personal data must be:

1. processed fairly and lawfully;
2. processed for limited purposes and in an appropriate way;
3. adequate, relevant and not excessive for the purpose;
4. accurate;
5. not kept longer than necessary for the purpose;
6. proceed in line with the data subjects' rights;
7. secure; and
8. not transferred to people or organisations situated in countries without adequate protection.

The intention is to ensure that the processing of Personal Data is done fairly without adversely affecting your rights. For personal data to be processed lawfully, they must be processed on the basis of one of the legal grounds set out in the Act. These include, among other things, your rights to consent to the processing, or that the processing is necessary for the performance of a contract with you, for the compliance with a legal obligation to which you are subject, or for the legitimate interest of the Company or the party to whom the data is disclosed. When sensitive personal data is being processed, additional conditions must be



met. When processing personal data in the course of our business, we will ensure that those requirements are met.

We will ensure that Personal Data we hold is accurate and kept up to date. We will check the accuracy of any personal data at the point of collection and at regular intervals afterwards. We will take reasonable steps to destroy or amend inaccurate or out-of-date data.

We may share your Personal Data with members of the Company's Group. We may also share your information with the following third parties:

- Organisations which provide and administer employee benefits, which may include but is not limited to pension providers, occupational health providers and life insurance schemes.
- Statutory bodies and to our professional representatives

We may also disclose Personal Data we hold to third parties in the event:

- We are under a duty to disclose or share your Personal Data in order to comply with any legal obligation, or in order to enforce or apply any contract with you or other agreements; or to protect the Company's rights, property, or safety of its employees, customers, or others;
- We sell or buy any business or assets, in which case we may disclose Personal Data we hold to the prospective seller or buyer of such business or assets; or
- We or substantially all of our assets are acquired by a third party, in which case Personal Data we hold will be one of the transferred assets.

We will process all personal data in line with your rights, in particular your right to:

- Request access to any data held about you by the Company
- Prevent the processing of your data for direct-marketing purposes
- Ask to have inaccurate data amended
- Prevent processing that is likely to cause damage or distress to yourself or anyone else.

## 8. Consent



You consent to the Company and its Group:-

- Processing your personal information as described above;
- Processing any sensitive personal information (information relating to your racial or ethnic origin, religious beliefs, physical or mental condition, commission or alleged commission of criminal offences, sentences) for the purposes described above.

Please note that we may keep your information for a reasonable period in accordance with legal requirements if you cease to be employed by us.

NUFORMIX is legally required to provide employees and ex-employees a copy of the Personal Data it holds about them if they request it. If you request a copy, then you must follow the process set out below.

## 9. Formal Request Process

You should abide by the following process when requesting your information:

- Your request must be in writing and can be in the form of an email or sent as a hard copy letter. The request should include the following:
  - Your full name, address and contact telephone number
  - Any information used by the organisation to identify or distinguish you from others of the same name (account numbers, unique ID's etc)
  - Details of the specific information you require and any relevant dates (e.g. your personal file, emails between specific dates etc)
- All requests should be sent to the HR department. Any employee that receives a written request should forward this to the HR Department who will discuss this with the Data Protection Compliance Manager.
- Remember to keep copies (and proof of receipt if sending a hard copy by post)
- Please note – NUFORMIX may charge a reasonable fee of up to £10 to process your request
- Make sure you know all the information you need and request all the information at once – this will make it easier and saves both you and the Company time in processing your request

The Company must reply within 40 days of the request, starting from the day it receives both the fee and the information needed to identify you and the information you need.



For more information, visit the ICO website - <https://ico.org.uk/for-the-public/personal-information/>

## 10. Withholding Data

Employees/ex-employees may not request information about:

- The prevention, detection or investigation of a crime;
- National security or the armed forces;
- The assessment or collection of tax; and
- Judicial or ministerial appointments.

The Company does not have to provide a reason as to why they are withholding the above information.

The Company is also entitled to withhold information if the information requested relates to another person.

## 11. Securing Personal Data

- We will take appropriate security measures against unlawful or unauthorised processing of Personal Data, and against the accidental loss of, or damage to, Personal Data.
- We will put in place procedures and technologies to maintain the security of all Personal Data from the point of collection to the point of destruction.
- We will maintain data security by protecting the confidentiality, integrity and availability of the Personal Data, as follows:
  - **Confidentiality** means that only people who are authorised to use the data can access it.
  - **Integrity** means that personal data should be accurate and suitable for the purpose for which it is processed.
  - **Availability** means that authorised users should be able to access the data if they need it for authorised purposes.
- Security procedures include:
  - **Entry controls.** Only certain users can access data.



- **Secure lockable desks and cupboards.** Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.)
- **Methods of disposal.** Paper documents should be shredded. Or disposed of in confidential waste bins as appropriate
- **Equipment.** Data users must ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.

## 12. Mishandled/Misused Data

If you know or suspect that your information has been mishandled or misused, then you must contact the Company's Data Protection Compliance Manager in the first instance. This should be in writing in the form of a letter or an email, and you should keep copies of all communication. You should also alert your line manager and HR about the matter so that they are aware. If the matter can't be resolved between you and the Company then you have the right to make a complaint to the Information Commissioner's Office (ICO). The ICO can investigate the claim and take action against anyone who has mishandled/misused the data.

## 13. Documentation

Not applicable

## 14. Data Protection Compliance Officer

Kirk Siderman-Wolter has been assigned the role of Data Protection Compliance Manager. To contact, please see below contact details:

NUFORMIX Plc,

153 Cambridge Science Park

Cambridge

CB4 0GN

T: +44 (0)1223 423667



## 15. Document Version History

Version	Author	Change	Date	Approver	Approval Date
1.0	KSW	Responsible person	19/9/18	Board	19/9/18