



Fasteners for Safety Critical Applications

DATA PROTECTION POLICY

Information about you which is kept on file by the company

This document is provided so that the Company can comply with its obligations under the Data Protection Act 1998.

As your employer, the Company needs to keep information about you for normal employment purposes. The information we hold will be for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, from the time that you first apply for a job, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with our contractual obligations and protect our legal position in the event of claims against us. Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees.

The sort of information we hold includes your application form and references; your contract of employment and any amendments to it; correspondence with or about you, for example, letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for our equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records.

We need to have a record of the personal details of all employees. When you join the company you will be asked to provide us with these details. You must inform us in writing as soon as any of these details change. We may from time to time ask you to confirm your details so we can be sure our records are accurate.

We use these details for all communication and correspondence with you. If we need to send anything to you or contact you by telephone or email, it will not be an acceptable excuse to say you haven't received the communication if you have not kept us up to date with your contact details.

The basic details that we need include: Name, home address, telephone numbers, including your mobile phone number, marital status, bank details, next of kin and emergency contact names, telephone numbers and addresses.

We are required by law to hold copies of sufficient documentation to confirm your identity and your right to work legally in your role in the UK.

We will not be able to employ you if you do not provide the necessary original documents for us to copy.

If your job requires you to drive, we must see your driving licence before you drive any company vehicle.

If any document you provide is not genuine because it is forged, relates to another person or is not up to date, you will be dismissed without notice. If you provided false information on your application form, CV or any other documents that was used to consider you for a job, this will be regarded as a disciplinary matter and may lead to dismissal without notice.

You will, of course, inevitably be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the company. Some of these documents and records may fall within the scope of the Data Protection Act 1998.

Where necessary, we may keep information relating to your health, which could include reasons for absence and doctor's reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations; to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate; and to administer and manage statutory/company sick pay and life or health insurance.

In addition, we monitor computer and telephone use, as detailed in our computer/telephone/electronic communications/expenses policy, available in the Company Handbook and on the intranet. We also keep records of your hours of work by way of our clocking on and off system, as detailed in the Company handbook.

A CCTV system monitors the exterior of the building, car park and canteen. Images are recorded and retained for a limited period of time. This is primarily for security purposes, although in rare cases we may use CCTV footage in investigations into allegations of misconduct by employees, for example if a fight or vandalism is alleged to have taken place.

Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so to comply with our contractual duties to you, for instance, we may need to pass on certain information to the administrators of the Company pension or insurance schemes; or on your request.

We may transfer information about you to other group companies for purposes connected with your career or the management of the Company's business.

The H.R. Manager and Managing Director's P.A. are responsible for ensuring that the Company complies with its obligations under the Data Protection Act 1998.

You may ask to see your personal file kept by the HR Department