

Adapt Consulting Company Limited

DATA PROTECTION POLICY

This document is contractual and forms a part of your Contract of Employment. The law requires (amongst other things) that where the Company collects and processes personal data (i.e. data in relation to a person by which they can be identified) that it does so fairly, that it takes good care of the data (e.g. by ensuring that the data is accurate and up-to-date) and that it provides individuals with a copy of the data relating to them at their request. A fee may be charged for providing copies of the data.

The Company may pass on details concerning its employees, (for example, names, professional qualifications, work experience, and business addresses) for employment and marketing purposes.

The employee understands that the Company may confidentially hold medical information about staff, possibly including sickness certificates and related information. The employee consents to the Company holding such information and processing it as may be necessary in relation to their employment with the Company. A signature on the Statement of Employment Terms is confirmation of the employee's consent.

The employee hereby consents to the disclosure and transmission of data (including transmission outside the European Economic Area) as required by the Company. The employee agrees that the Company shall be entitled to hold and process, both electronically and manually, the data which it collects relating to them in connection with their employment, provided that this is either for the purpose of its business or the administration and management of its employees or for the purpose of complying with applicable laws, regulations and procedures. This will not limit any rights to disclosure or inspection of such information which the employee may have under the applicable data protection law.

The employee should also be aware that the Company holds personal data relating to its customers and care should be taken to ensure that the employee does not divulge any personal information concerning any customer, client or other employees to third parties. Any requests for information by third parties about a customer, client or other employee should be referred to a Director.

Any unauthorised disclosure of personal data of any customer, client or other employee is likely to lead to disciplinary action, which could include dismissal.

By signing the Statement of Employment Terms the employee agrees and consents to the Company holding and processing information as set out above.