



Data Protection **Statement**

The Data Protection Act (1998) pertains to the processing of information relating to individuals who are subjects of personal data, which means any data that will relate to a living individual that can be identified by that data.

This act therefore, covers our own staff, candidates or delegates undertaking training, clients who are individuals or partnerships (but not limited Companies) and any details of potential clients or candidates who are held on a marketing database. This includes both manually recorded and computerised data.

The two main conditions for obtaining and keeping data is that firstly the data subject has given consent and secondly that the actual processing of data is necessary for a contract to which the subject is a party or for entering into a contract at the request of the subject.

If any information relating to the subject is to be used for any other purpose than personnel records, the delivery of training, records of training then the individual should be informed of this. With regards to references, we cannot give out any information that will be incriminating or offensive to the candidate or delegate without their consent.

Personal data includes any information that we have on file e.g. telephone numbers and addresses. These cannot be given out to anyone unless we have authorisation from the Candidate.

Data Protection Act (1998) covers the following requirements:

- The personal data shall be held and used lawfully
- There must be a clear reason for holding the information and it should be used only for that purpose
- The information should not be superfluous but sufficient for the purpose

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- The information should be up to date and accurate
- The information should not be held longer than is necessary
- The individual's rights must be upheld with respect to their information
- Suitable security should be in place to protect data
- Information should not be transferred to or accessed from a country outside the European economic area unless adequate data protection systems are guaranteed

Unique Employment Ltd takes responsibility for:

- protecting candidates' personal details, records and assessment outcomes
- keeping candidates' and other individuals' personal data up to date and confidential
- maintaining personal data only for the time period required
- releasing personal data only to authorized individuals/parties and not unless permission is given to do so
- collecting accurate and relevant data only for specified lawful purposes
- adhering to regulations and related procedures to ensure that all employees who have access to any personal data held by or on behalf of Unique Employment Ltd are fully aware of and abide by their duties under the Data Protection Act 1998.

The Data Protection Act is very in-depth so if you have any queries or are unsure of anything relating to this, please contact Unique Employment Services Ltd, Head Office.