



Data Protection Procedures

Health and Safety

Accident Records

Recording will be compliant with the Health and Safety procedures and documentation. Less than three days absence will result in internal reporting procedure whilst over three days will have additional RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) procedure.

Responsible person will complete required documentation, e.g. Department Manager, Site Manager etc. The original form will be passed to the Group Health and Safety Manager. Any retained copies of this report must be held by responsible person in a controlled environment/manner.

Access is granted as follows:

Directors, management with authority for Safety Policy and Accident Investigation, Personal as per Data Protection Policy and Appointed Person.



Insurance Claims

In the event of a claim being made against the Company, necessary data and information will be passed to authorised insurance and legal representatives. Control of these processes will be by the Company's appointed person.

Access is granted as follows:

Directors, management with authority for Safety Policy and Accident Investigation, Personal as per Data Protection Policy and Appointed Person. Insurers as per Health & Safety Insurance Claims procedure.

Information Technology

Please see separate document **IT Policy**

Human Resources

Recruitment

Personal Data will include copies of CVs, interview notes, application forms, references, test results, terms of offers of employment and contractual documents.

Access is granted as follows:

Directors, HR, Department Manager, Appointed Persons for each company.

Personal Development

Personal Data will include test results, appraisals, reviews, objectives, transfer, promotion and redeployment records.

Access is granted as follows:

Directors, HR, Department Manager, Appointed Persons for each company

Training

Personal Data will include qualifications, training courses and test results.

Access is granted as follows:

Directors, HR, Department Manager, Health & Safety Manager, Appointed Persons for each company



Absence Records & Medical Reporting

Personal Data will include holidays, absence reporting forms including self certificates and medical certificates issued by a GP, reports on drugs & alcohol testing and any other medical reports not specified.

Disciplinary & Grievance

Personal Data will include records of disciplinary action including notes of meetings, warning and dismissal letters. Grievance procedure notes of meetings and letters of outcome will also be included.

Contractual Documents

Terms & Conditions of Employment, letters of resignations, redundancies and dismissals.

Finance

Payroll & Labour Only Sub-Contractors

Personal Data will include an employee/worker's name and address, date of birth, union membership, employment dates, rates of pay and deductions, statutory or otherwise. Personal Data will be used for operational purposes, budgetary and costing calculations, contractual matters and timesheet calculations

Access is granted as follows:

Directors, HR, Department Manager, Appointed Persons for each company and Health & Safety Manager

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Directors, HR, Department Manager, Appointed Persons for each company.

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Directors, HR, Department Manager, Appointed Persons for each company.

Access is granted as follows:

Directors, Auditors, Payroll Staff, HR & Site Management and in compliance with departmental procedure

By order of the Board
Ogilvie Group

