



ALLIANCE
CLEANING



P O L I C I E S

DATA PROTECTION POLICY

VERSION 3.0- 07/05/2020

DATA PROTECTION POLICY

Data protection policy

The Company is registered under the Data Protection Act 1998 and aims to operate in a professional and responsible manner at all times and to be open and accountable for the data it stores.

Access to data

Employees have the right to access all their data if it is stored in a “relevant filing system” provided they give notice in writing at least seven days in advance of their wish to do so.

The Company has the right to charge a fee, up to a maximum of £10, for allowing employees to view their files. A further charge may be applicable should they wish to copy any information from their records. The amount of the fee and the decision to charge will be at the Company’s discretion.

The personal information held by the Company in relation to any particular employee can be diverse and may include, for example, information relating to:

- employment, i.e. home address, bank details, emergency contact numbers, tax information, references, etc.,
- attendance,
- sickness, including medical certificates, etc.,
- disciplinary matters.

Note that some of this information is time limited and will be destroyed after a period.

Data not available to scrutiny

Items of data are exempt from disclosure under the act and will not be available for employees to see. These include, for example, the name and address of individuals giving a reference to the Company or the content of a reference given by the Company where that is a confidential reference.



ALLIANCE
CLEANING

www.alliance-cleaning.co.uk