



Walsh Construction Ltd

Confidentiality Policy Statement of Intent

Walsh Construction Ltd recognises the need to ensure that confidential information is securely stored, processed and protected in accordance to legislation.

This policy statement has been written to support staff in compliance with the following legal requirements and best practice guidance:

- Data Protection Act 1998
- Human Rights Act 1998
- Common Law Duty of Confidentiality

Data protection is essentially the law that governs what may or may not be done with personal information. Such information may be in electronic form (computer files) or manual form (paper files).

Staff must not knowingly or recklessly disclose personal data in breach of legislation. A serious breach of data protection is a disciplinary offence and will be treated accordingly.

Walsh Construction Ltd will ensure that:

- Personal data is processed fairly and lawfully
- Obtained only for the purpose stated
- Adequate, relevant and not excessive
- Accurate and where necessary kept up to date
- Not kept longer that is necessary for that purpose
- Processed in accordance with the rights of data subjects under the Act
- Take appropriate measures to ensure against unauthorised or unlawful processing, destruction or damage to personal data.

These principles will apply to Recruitment, Employment Records and Monitoring at Work. Individuals will be made aware of the uses of their personal data and are informed of disclosures to third parties. Individuals also have the right to have a copy of the information held, stop processing where this is likely to cause distress, have information rectified, blocked or erased and claim compensation for breach of confidentiality.

Signature

Jon Bird
Managing Director