

INFORMATION TECHNOLOGY & DATA PROTECTION POLICY 2024

Central Industrial Services Limited – the organisation - is fully conversant with the statutory requirements of the General Data Protection Regulation 2018, governing the protection of data held in offices and site huts.

DATA PROTECTION PRINCIPLES

1. Data held must not have been obtained unfairly or unlawfully.
2. It must not be held on file other than for legitimate purposes.
3. It must be adequate, relevant and not excessive in relation to the purpose for which it is kept.
4. It must be accurate and kept up to date.
5. It must not be kept longer than is absolutely necessary by law.
6. It must be held in compliance with an employee's right of access to personal data.
7. It must be protected against unauthorised access or disclosure and against accidental loss, damage or destruction and must be treated as confidential by the staff to whom it is entrusted.
8. It must not be transferred to another country where there are no data protection laws.
9. Depot CCTV usage is also covered under these regulations. (Also see stand-alone policy).

All personnel involved in administration work and those who are authorised to access computer or manual data in the form of records or any other company document shall be made aware of the above principles.

Since the changeover from a manual to a more computer stored information system, the employer has every right to expect his employees to carry out their duties efficiently and productively and not spend their working hours making or receiving private phone calls, misusing fax or email facilities or surfing/downloading inappropriate or illegal material from the internet.

Legally the employer has the right to summarily dismiss an employee caught misusing or abusing the facilities in this way.

Authorised staff shall be permitted to use computer and other office equipment during their own time for a reasonable amount of personal business, as long as the data being sent or being received is not offensive, obscene, racist, libellous or defamatory to fellow employees, customers, friends or others outside the organisation.

Any external media sources shall not be inserted into company computers/drives without being vetted and authorised by the IT administrator.

Under the Lawful Business Practice Regulations 2000 the employer may monitor/record telecommunications transmitted over their systems (i.e. telephone calls, email transmissions and internet access).

Signed



JG McGillivray – Technical Director

Date 05/01/2024