

# Heath Lodge Care Services Ltd

## Data Protection – Access to Personal Information Policy

### Policy

The Data Protection Act places responsibility on all employers who keep personal data on computers to adopt the Data Protection principles as outlined in the Act, and to provide employees with access to certain personal information relating to themselves, usually via a written request to their line manager.

Furthermore, the Data Protection Act 1998, implemented on **24 October 2001**, gives employees the right to have access to the personal information held about them on a manual file as well. In the majority of cases, such information is held on what is known as the Employee's "Personnel File". The Agency will fulfil its obligations under this Act to the fullest extent.

### Procedure

Any employee who wishes to receive a copy of any personal data covered by the Act held on computer should submit a written request to their immediate supervisor/ manager.

Employees are requested, upon receipt of such data, to check its accuracy and to inform the Agency of any amendments which need to be made. It is in the interests of everyone that all information is accurate and up-to-date. Co-operation and assistance is greatly appreciated. It is reasonable and fair to assume that employees will only need to verify personal data on occasion. There will be no charge made for the first application by any employee in any calendar year. The Agency reserves the right to make a charge for any additional requests in the same year.

Employees may view the information held about them on their personnel file by applying in writing, using the appropriate form, giving sufficient information so that the correct file may be provided.

Within 7 days of receipt of the written request arrangements will be made for the file to be viewed at a suitable and convenient location. The file may not be taken away, or any of its contents removed. Employees may ask for inaccurate or misleading information to be corrected, but no amendments or alterations may be made to the file by the employee. Employees are permitted to take photocopies of documents within their file if they wish.

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<b>Policy Implementation/Review Date</b>	<b>Next Policy Review Date</b>
March 2011	March 2012