

## Data Protection Policy

The Company is committed to our Data Protection Policy of Ellgia Limited as presented below.

### Aims of the policy

The principal aim of a data protection policy is to ensure that employees are aware of their rights and obligations concerning personal data processed by Ellgia Limited and to set out how Ellgia Limited intends to comply with its obligations under the Data Protection Act 2018.

### Who is it for?

The policy is aimed principally at employees although it could be extended to cover others such as workers, contractors and agency staff. As they are also covered by the Act Ellgia Limited will remind them of their rights and obligations.

### Essential elements

1. The person in the organisation with overall responsibility for ensuring that Ellgia Limited complies with its data protection obligations is the Managing Director, Jack Lavington.
2. Ellgia Limited will ensure that employees are aware of the information held by them and how this will be used and disclosed. Ellgia Limited will inevitably process personal data about employees such as salary and pension details held on a computer. Ellgia Limited will usually also process some sensitive personal data such as occupational health records.
3. The Employee Handbook 'Security/Confidentiality' section outlines the right to conduct random checks on the persons and property of all employees whilst they are on our premises or engaged on our business.
4. The Employee Handbook 'Commencing Work' section sets out the employees' rights to access any personal data about themselves i.e. their right to make a subject access request. The Act allows employees to find out what information is held about them on computers and in some paper records. Ellgia Limited may charge up to £10 for responding to such a request.
5. Ellgia Limited will set out the employees' responsibilities under the Act, for example when handling information about customers, clients or other employees.
6. Ellgia Limited will ensure that employees are aware that they could be criminally liable if they knowingly or recklessly disclose personal information in breach of the policy and, as a minimum, that serious breaches of the policy will be a disciplinary matter.
7. Ellgia Limited will set out employees' responsibilities to ensure that all personal data provided by them to Ellgia Limited is accurate and updated when appropriate. For example, employees should be asked to update Ellgia Limited when they change address.



Jack Lavington  
Managing Director  
6<sup>th</sup> August 2024