

Data Protection Policy

Krause and Hall Ltd are committed to controlled management of data and personal information in accordance with statutory requirements.

The Data Protection Act places responsibilities on organisations to process personal information that is held in a fair and proper way. To comply with the Data Protection Act 2018, we will ensure that there is a high level of care taken when handling personal data; governing when and how information relating to individuals is obtained, held, used and disclosed.

As course of our operations we may hold the following personal information for our staff, clients and associates: full name, age, sex, national insurance number, marital status, address, personal contact numbers, email addresses, date of birth, next of kin, emergency contacts, qualifications, memberships, medical information, drugs and alcohol screening results, bank/building society account details, ethnic origin, disability, health issues, prescribed or over the counter medication, doctors certificates, personal photos, payment details, contract terms and conditions, associate contracts, feedback on performance, references, interview notes. We will obtain consent to hold such information from all individuals.

Personal and sensitive data that is held on our company systems and databases will comply with the Data Protection Act. We seek to provide reassurance that such information will only be used in connection with the consent that has been provided. We will never share personal information outside the company without gaining prior consent.

We are committed to keep our staff and associates informed of how their personal data is processed. Under the Data Protection Act our people will have the right to access their personal data; with a notice period of 30 days and administration fee of £20.00. A written requested to review, correct or amend records must be received in order for this to be addressed.

This policy will be reviewed annually or when circumstances indicate a change is needed.



Managing Director
Krause and Hall Ltd
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