

DATA PROTECTION POLICY

Each individual who works for Albany Total Waste Ltd, whether or not as an employee, is required to adhere to and comply with the terms of this Data Protection Policy.

Data Protection is an important consideration in the workplace. Legislation has placed obligations on employers who process Personal Data and has created Rights for those whose Personal Data is processed. The legislation applies to Personal Data that are processed by computer, and to personal information held in paper files which forms part of a relevant filing system. (i.e. it must be referenced and indexed in such a way as to enable identification of the information requested at the outset with reasonable certainty and speed, and without having to resort to a manual search).

Albany Total Waste Ltd is committed to protecting the Personal Data of all individuals from unintended loss, destruction, damage, modification, disclosure or other security risk and to processing the Personal Data fairly and lawfully in accordance with current data protection legislation.

Within Albany Total Waste Ltd the Directors and GDPR Department have overall responsibility for Data Protection and for this Policy.

Personal Data

Personal Data means any information relating to an identified or identifiable natural person ('Data Subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Processing Data

Processing' means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Personal Data held on employees (current and former) and, where applicable, self-employed and contract personnel, temporary staff and voluntary workers, will be processed by Albany Total Waste Ltd (and such other companies and organisations as may be necessary) in accordance with the EU General Data Protection Regulation for the purposes of administering the employment relationships that it has with its employees.

Employees may be asked to give written consent for Albany Total Waste Ltd to process "sensitive" data, also known as Special Categories of Personal Data (e.g. data in relation health).

Albany Total Waste Ltd undertakes to process data on its employees in line with the provisions of the EU General Data Protection Regulation (GDPR), with particular regard

to the Regulation's Six Principles. These require that data should be processed in a manner that ensures:

- Lawfulness, Fairness & Transparency
- Purpose Limitation
- Data Minimisation
- Accuracy
- Storage Limitation
- Integrity & Confidentiality

To support these Principles, Albany Total Waste Ltd will process an employee's Personal Data such that is:

- Within the law as stipulated by the GDPR
- In line with the expectations of the employee whilst supporting the employee's Rights under the GDPR (see below)
- Open to scrutiny by the employee to the extent that corporate confidentiality allows
- Limited to the purpose for which it was collected
- Limited to what Personal Data is required for that purpose
- Ensuring the currency and accuracy of the data
- Kept for no longer than it is needed by Albany Total Waste Ltd and for a maximum of seven years after employment is terminated
- Managed in such a way that it is secure, available and only accessed by those who are authorised to access it.

Albany Total Waste Ltd will process employee Personal Data for administering and assisting the administration of employee pension arrangements; for administering the statutory and contractual sick pay arrangements; for monitoring and assessing employee performance and compliance with Albany Total Waste Ltd's policies and procedures; and all matters relating to the wider employment relationship. Employee data may also be used in the course of testing Albany Total Waste Ltd's IT systems.

The GDPR provides a lawful basis for processing employee information without the requirement to seek consent, for example where the purposes are in Albany Total Waste Ltd's legitimate interests; where the processing is necessary to allow Albany Total Waste Ltd to meet legal or contractual obligations; to exercise rights which arise in the context of the employment relationship; or to act in the vital interests of an employee.

In cases where consent is requested of and given by an employee, the employee may, under the terms of the GDPR, withdraw consent for processing by sending written notification, by recorded delivery post or by hand delivery to GDPR Compliance Officer, Unit 2, Stour Valley Business Centre, Brundon Lane, Sudbury, Suffolk CO10 7GB. However, the employee needs to be aware that such withdrawal will not exempt them from their obligations to Albany Total Waste Ltd and that, in certain circumstances, the withdrawal of consent will, by its very nature, limit Albany Total Waste Ltd's ability to comply with its obligations to them.

Disclosure of Personal Data to Third Parties

In the performance of employment contracts, Albany Total Waste Ltd may need to share employees' Personal Data with the payroll company for the purpose of processing

payslips and PAYE. The Personal Data shared will be limited to what is necessary to perform payroll activities. Data may be shared with third parties to whom there is a legal obligation such as Her Majesty's Revenue and Customs (HMRC).

Albany Total Waste Ltd will maintain robust and compliant agreements with the receiving entities regarding the handling of shared employee Personal Data.

In the event of a potential, intended or actual transfer of the business of Albany Total Waste Ltd, Albany Total Waste Ltd will be required to disclose personal data about its employees to the prospective purchaser(s) of the business. That information will include:-

- The identities and ages of the employees;
- Those particulars of employment which employers are obliged to provide to their employees under the terms of The Employment Rights Act 1996, (i.e. their written statements of employment particulars);
- Information regarding any:-
 - disciplinary procedures taken against employees during the preceding two years;
 - grievance procedures initiated by employees during the preceding two years.
- Any instances of legal action taken against Albany Total Waste Ltd by employees during the preceding two years;
- Any instances of potential legal action that Albany Total Waste Ltd has reasonable grounds to believe might be brought by employees;
- Information on any collective agreements affecting employees that will continue to have effect after the transfer of the business.

Albany Total Waste Ltd will take all reasonable steps to limit disclosure of Personal Data regarding its employees to that which is required by law. Albany Total Waste Ltd will take all reasonable steps to place obligations on the prospective purchaser(s) to keep safe and confidential the information that is disclosed to them.

Albany Total Waste Ltd may receive requests to share Personal Data from public authorities such as police forces, HMRC and the security services in which cases Albany Total Waste Ltd may make the relevant Personal Data available as requested without informing the employee involved.

Responsibilities

Albany Total Waste Ltd expects employees to use electronic media and services, including computers, e-mail facilities and the Internet/Web responsibly, and to be aware of the Data Protection Principles. Each employee should make his or herself aware of the provisions contained in Albany Total Waste Ltd's Electronic Information and Computer Systems Policy (detailed in section 19 of the Staff Handbook).

All employees must become familiar with the aims of this policy and follow the guidelines set out. Employees should:

- seek advice from the Data Protection Compliance Officer if there are any doubts as to whether or not the processing of Personal Data that is required in the course of employment complies with the GDPR;

- not use other individuals' personal information that may be held in the course of employment for any reason other than the performance of employment duties;
- provide assistance requested in the conduct of any audit or preparation of a response to a subject access request;
- keep information processed in the course of employment safe and secure in accordance with any procedures issued by Albany Total Waste Ltd. Where no procedures are set out explicitly, employees should exercise care over the personal data that is processed and consider the harm that may result if the information were to be disclosed unintentionally.
- notify management immediately upon detecting any potential or actual breach of this policy, failure to do so can be the grounds for commencement of disciplinary proceedings.

Managers should not keep duplicate records relating to employees for the purposes of employment where a centralised filing option is available. Keeping personal records unnecessarily can complicate the process of responding to subject access requests and maintaining accuracy.

Security

Any breach of this policy in relation to Personal Data security will result in disciplinary action, and in serious cases may result in dismissal.

Some employees will be authorised to gain access to certain computer systems, programs and data. No employee should attempt, alone or with others, to gain unauthorised access to any data or programmes.

Employees must not make unauthorised disclosures of the Personal Data belonging to other employees, clients, suppliers, business partners, job candidates or any other individual whose data is held by Albany Total Waste Ltd.

Rights

The GDPR affords a number of Rights to individuals with regards to the handling of their Personal Data. These are:

The Right to be Informed
 The Right to Access
 The Right to Rectification
 The Right to Request erasure
 The Right to Restrict processing
 The Right to Data portability
 The Right to Object to Processing
 Rights in relation to Automated Decision Making and Profiling

Employees have the right to contact the Information Commissioner's Office with any complaint or query regarding the handling of their Personal Data.

For more information concerning these Rights and about the GDPR please visit:

www.ico.org.uk

Data Protection is the responsibility of all Albany Total Waste Ltd employees. Working together in adherence to this Policy should ensure the integrity and security all Personal Data processed by Albany Total Waste Ltd Limited.

Any enquiries regarding Personal Data or this Policy should be directed to the Data Protection Compliance Officer by email, tony@albanytotalwaste.com

This Data Protection Policy, version 1.0 dated June 2018, may be updated as laws, process and technology changes. Employees will be notified updates by email.