

## DATA PROTECTION POLICY

The Data Protection Act 1998 gives individuals the right to be aware of, seek access to and have some control over the nature and content of information held in relation to them by the Company, and to know for what reasons the information is held or processed.

THAMES SECURITY MANAGEMENT LTD recognises the importance of respecting the privacy of all our employees and the need for the appropriate safeguards, in relation to the collection, storage and processing of personal data.

As employees we all have an expectation that information held about them will be dealt with properly and responsibly. The Company has a responsibility and a duty of care to ensure that this happens. It is important to understand your responsibility when handling other peoples' personal data, whether it is employee or customer related.

This applies to information held on computer or in manual filing systems from which they are identifiable. Information held must be adequate, relevant and not excessive.

These are the principal reasons why the Company would hold personal information on its employees:

- Calculation of payroll data and the transfer of such data for use by internal auditors.
- Calculation of certain benefits including pensions.
- For contacting next of kin in the event of an emergency.
- Compliance with statutory requests from the Inland Revenue, Department of Work and pensions.  
The Benefits Agency and other relevant public authorities/agencies.
- Disciplinary purposes arising from an employee's conduct or ability to perform their job.
- Provision of references to financial institutions and to assist potential future employers.

Any person who wishes to review their file and confirm the information held by THAMES SECURITY MANAGEMENT LTD is correct, must be asked to put their request in writing to the Managing Director.

A response will be issued within 10 working days of the date of the request. Employees will not be able to see data which might compromise another employee's right to confidentiality.

A handwritten signature in black ink, appearing to read 'S Graham', written over a horizontal line.

**Mr S Graham**  
Managing Director