

# Data Protection Policy



This policy applies to the processing of personal data kept by Biskit in connection with its HR function. It also covers Biskit's response to any data breach and other rights under the General Data Protection Regulation

## Aim and scope of policy

Biskit is committed to being transparent about how it collects and uses the personal data of its workforce, and to meeting its data protection obligations. This policy applies to the processing of personal data in manual and electronic records kept by Biskit in connection with its HR function as described below. It also covers Biskit's response to any data breach and other rights under the General Data Protection Regulation.

**Personal data** is information that relates to a living individual who can be identified from that information.

**Special categories of personal data** is data which relates to an individual's health, sex life, sexual orientation, race, ethnic origin, political opinion, religion, and trade union membership. It also includes genetic and biometric data (where used for ID purposes).

**Criminal offence data** is data which relates to an individual's criminal convictions and offences.

**Data processing** is any use that is made of data, including collecting, storing, amending, disclosing or destroying it.

Biskit makes a commitment to ensuring that personal data, including special categories of personal data and criminal offence data (where appropriate) is processed in line with GDPR and domestic laws and that all its employees conduct themselves in line with this, and other related, policies. Where third parties process data on behalf of Biskit, we will ensure that the third party takes such measures in order to maintain this commitment to protecting data.

## Types of data held

Personal data is kept on our secure online system. The following types of data may be held, as appropriate, on employees:

- name, address, phone numbers - for individual and next of kin
- CVs and other information gathered during recruitment
- references from former employers
- National Insurance numbers
- job title, job descriptions and pay grades
- conduct issues such as letters of concern, disciplinary proceedings
- holiday records
- internal performance information
- medical or health information
- sickness absence records
- tax codes
- terms and conditions of employment
- training details.

## Contact

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Employees should refer to the privacy notice for more information on the reasons for its processing activities, the lawful bases it relies on for the processing and data retention periods.

## Data protection principles

All personal data obtained and held by Biskit will:

- be processed fairly, lawfully and in a transparent manner
- be collected for specific, explicit, and legitimate purposes
- be adequate, relevant and limited to what is necessary for the purposes of processing
- be kept accurate and up to date. Every reasonable effort will be made to ensure that inaccurate data is rectified or erased without delay
- not be kept for longer than is necessary for its given purpose
- be processed in a manner that ensures appropriate security of personal data, including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures.

In addition, personal data will be processed in recognition of an individual's data protection rights, as follows:

- the right to be informed
- the right of access
- the right for any inaccuracies to be corrected (rectification)
- the right to have information deleted (erasure)
- the right to restrict the processing of the data
- the right to portability
- the right to object to the inclusion of any information
- the right to regulate any automated decision-making and profiling of personal data.

## Procedures

Biskit has taken the following steps to protect the personal data of employees which it holds or to which it has access:

- it provides information to its employees on their data protection rights, how it uses their personal data, and how it protects it. The information includes the actions relevant individuals can take if they think that their data has been compromised in any way
- it provides its employees with information and training to make them aware of the importance of protecting personal data, to teach them how to do this, and to understand how to treat information confidentially
- it can account for all personal data it holds, where it comes from, who it is shared with and also who it might be shared with
- it carries out risk assessments as part of its reviewing activities to identify any vulnerabilities in its personal data handling and processing, and to take measures to reduce the risks of mishandling and potential breaches of data security. The procedure includes an assessment of the impact of both use and potential misuse of personal data in and by Biskit
- it recognises the importance of seeking individuals' consent for obtaining, recording, using, sharing, storing and retaining their personal data, and regularly reviews its procedures for doing so, including the audit trails that are needed and are followed for all consent decisions. Biskit understands that consent must be freely

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given, specific, informed and unambiguous. Biskit will seek consent on a specific and individual basis where appropriate. Full information will be given regarding the activities about which consent is sought. Relevant individuals have the absolute and unimpeded right to withdraw that consent at any time

- it has the appropriate mechanisms for detecting, reporting and investigating suspected or actual personal data breaches, including security breaches. It is aware of its duty to report significant breaches that cause significant harm to the affected individuals to the Information Commissioner, and is aware of the possible consequences

## Access to data

Employees have a right to be informed whether Biskit processes personal data relating to them, and to access the data that Biskit holds about them. Requests for access to this data will be dealt with under the following summary guidelines:

- a form on which to make a subject access request is available from Edward Ryder. The request should be made to Edward Ryder
- there will be no charge for the supply of data unless the request is manifestly unfounded, excessive or repetitive, or unless a request is made for duplicate copies to be provided to parties other than the employee making the request
- Biskit will respond to a request without delay. Access to data will be provided, subject to legally permitted exemptions, within one month as a maximum. This may be extended by a further two months where requests are complex or numerous.

Employees must inform Biskit immediately if they believe that the data is inaccurate, either as a result of a subject access request or otherwise. Biskit will take immediate steps to rectify the information.

## Data disclosures

Biskit may be required to disclose certain data/information to any person. The circumstances leading to such disclosures include:

- any employee benefits operated by third parties
- disabled individuals - whether any reasonable adjustments are required to assist them at work
- individuals' health data - to comply with health and safety or occupational health obligations towards the employee
- for Statutory Sick Pay purposes
- HR management and administration - to consider how an individual's health affects his or her ability to do their job
- the smooth operation of any employee insurance policies or pension plans.

These kinds of disclosures will only be made when strictly necessary for the purpose.

## Data security

Biskit adopts procedures designed to maintain the security of data when it is stored and transported. In addition, employees must:

- ensure that all files or written information of a confidential nature are stored in a secure manner and are only

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- accessed by people who have a need and a right to access them
- ensure that files or written information of a confidential nature are not left where they can be read by unauthorised people
- check regularly on the accuracy of data being entered into computers
- always use the passwords provided to access the computer system and not abuse them by passing them on to people who should not have them
- use computer screen blanking to ensure that personal data is not left on screen when not in use.

Personal data relating to employees should not be kept or transported on laptops, USB sticks, or similar devices, unless authorised by Edward Ryder. Where personal data is recorded on any such device it should be protected by:

- ensuring that data is recorded on such devices only where absolutely necessary using an encrypted system – a folder should be created to store the files that
- need extra protection and all files created or moved to this folder should be automatically encrypted
- ensuring that laptops or USB drives are not left lying around where they can be stolen.

Failure to follow the Organisation's rules on data security may be dealt with under the disciplinary procedure. Appropriate sanctions include dismissal with or without notice dependent on the severity of the failure.

## Individual responsibilities

Individuals are responsible for helping Biskit keep their personal data up to date. They should inform Biskit if any data provided changes, for example, home address or bank details.

## Breach notification

Where a data breach is likely to result in a risk to the rights and freedoms of individuals, it will be reported to the Information Commissioner within 72 hours of the Organisation becoming aware of it and may be reported in more than one instalment.

Individuals will be informed directly in the event that the breach is likely to result in a high risk to the rights and freedoms of that individual.

If the breach is sufficient to warrant notification to the public, Biskit will do so without undue delay.

## Training

New employees must read and understand the policies on data protection as part of their induction.

All employees receive training covering basic information about confidentiality, data protection and the actions to take upon identifying a potential data breach. All employees who need to use the computer system are trained to protect individuals' private data, to ensure data security, and to understand the consequences to them as individuals and Biskit of any potential lapses and breaches of the Organisation's policies and procedures.

## Records

Biskit keeps records of its processing activities including the purpose for the processing and retention periods. These records will be kept up to date so that they reflect current processing activities.

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## **Data Protection Officer**

Biskit Data Protection Officer is Edward Ryder  
edward@biskit.co.uk Telephone: 01943 461 030

OR

Biskit has appointed Edward Ryder, Director as the person with responsibility for data protection compliance within the organisation.

They can be contacted at edward@biskit.co.uk Telephone: 01943 461 030

The material in this document does not give a full statement of the law, nor does it reflect changes after August 2020.

It is intended for guidance only and is not a substitute for professional advice. No responsibility for loss occasioned as a result of any person acting or refraining from acting on the basis of this material can be accepted by the author or by Advising Communities.

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