

Access to Employee Data Policy

The care service aims to fulfil its obligations under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) to the fullest extent. This policy states the rights of employees under current data protection laws to access any personal information that is held on them by their employer. GDPR also requires that employers need to obtain the active consent of their employees to the holding of their personal information, and to provide information on how long they need to keep it.

Procedure

1. GDPR permits employees to have access to personal data about them held by an organisation. This Act requires the care service to respond to requests for access to personal data within 40 days.
2. Details of an employee's personal data are available upon request in line with the principles of GDPR (see paragraph 1, above).
3. Employees are required to read this information carefully and inform Michael Hill at the earliest opportunity if they believe that any of their personal data are inaccurate or untrue, or if they are dissatisfied with the information in any way.
4. GDPR gives data subjects the right to have access to their personal data on request at reasonable intervals. The care service believes that complying with a request for a copy of the data annually will satisfy this requirement. Should employees wish to request access to their personal data, the request must be addressed to Michael Hill. The request will be judged in the light of the nature of the personal data and the frequency with which they are updated. The employee will then be informed whether or not the request is to be granted. If it is, the information will be provided within 40 days of the date of the request.
5. In the event of a disagreement between an employee and the care service regarding personal data, the matter should be taken up under the care service's formal grievance procedure.

Additional Clause(s)

1. Where employees make additional requests for access to their personal data which are granted, a fee of £100 will be charged which must be paid to Heartfelt Care before a copy of the personal data will be given.

Responsible Person

Date.....

Review date.....
