



CONFIDENTIALITY & DATA PROTECTION POLICY

STATEMENT

A1R Services Ltd has access to information concerning many organizations both supplier and end user and it is therefore imperative that the strictest confidentiality is maintained at all times.

Information belongs to the person and/or company organization entrusting it to a member of staff of A1R Services Ltd. Any information passed on outside of A1R Services Ltd will only be given with the express permission of the person and/or body which supplied the information unless we are legally obliged to disclose the type of information in question.

Under the Data Protection Act we endeavour to ensure that all information is stored under the relevant guidelines and is password protected and stored accordingly as follows:

- Confidential and sensitive information is kept securely
- It is fairly and lawfully processed
- It is accurate and kept up to date
- It is limited to relevant information and not excessive for its purpose
- It will not be used for any purpose other than, for which it was given.

Responsibility

A1R Services Ltd has a responsibility to ensure all staff are aware of Data Protection principles and the need for confidentiality, and that they are aware of specific guidelines that maybe developed for specialized areas of work.

All members of staff in A1R Services Ltd are responsible for ensuring that any information they hold or are party too, is handled in line with the A1R policies and Data Protection Act, which are in force.

All personal records, whether in paper form or on computer hardware are covered by the Data Protection Act and the individuals and the organization have a criminal liability if found to be reckless and disclose of any personal information. A serious breach would be classed and dealt with as a disciplinary matter.

It is accepted that most breaches of confidentiality are accidental rather than deliberate and it is important to remember never to break the confidentiality regardless of how the information is received. It is important to recognize that descriptions of individual events and circumstances can lead to identification even when exact names are not used.

It is accepted that on certain occasions you and/or us may need to discuss an issue with other people. If this occurs it must be absolutely clear that confidentiality and that bind all people or persons concerned no matters arising are discussed outside of A1R Services Ltd.

If staff require to access their personnel file or records they should ask one of the Directors of the company for permission. References will only be disclosed if the referee has given permission.

Our Data Protection number reference is: Z2820437

The named persons below have overall responsibility for dealing with all issues relating to the Confidentiality & Data Protection Policy and will ensure the policy is properly implemented and periodically reviewed in accordance with relevant statutory provisions.

Jason McMullen Position:- Managing Director Signed. J McMullen Date: 03/01/2012

Darren Parker Position:- Technical services Director Signed. D .G. Parker Date: 03/01/2012