



Services to the Onshore Natural Gas Industry

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## Data Protection Policy

As a recruitment business we hold personal information on individuals that have requested that we seek placements for them and on personnel who have been assigned to us from our clients, as well as on our own employees.

The information that is held relates only to that needed to detail their experience, qualifications, eligibility to work and that needed by our quality and health and safety management systems to assess and control risk and prove compliance with the client's requirements and our legal responsibilities.

All information is held securely in our offices. Hard copies of any personal information are held in lockable filing cabinets in an office that is manned at all times by employees who have received training in the company's data protection procedures. Information that is specific to a placement is filed in contract files in the same office. A very limited amount of information is also held electronically; cv's, key data on training and competence and records of the return of hard copies of information from the individuals.

Issue of any personal information from the offices is strictly controlled and other than the issue of cv's and details to allow payments to be made, requires the specific approval of the Managing Director, who in conjunction with the company's Compliance Manager, ensures that the Data Protection Act is complied with.

All consultants placed by the company and all employees can request at any time sight of the information held on them and they are actively encouraged to help the company keep it up to date and accurate.

The company is registered as a Data Controller under the Data Protection Act and as a member of REC ensures compliance with all their guidelines in relation to the control of personal data. These requirements are also built into the company quality management system which is audited externally as part of the company accreditation.

Graham Wilcock  
Managing Director

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