

**Head Office:**

Littlebank Street, Oldham,  
Greater Manchester, OL4 1JA

**T:** 0161 633 0425

**F:** 0161 652 0862

**E:** scaffolding@allied-dev.co.uk

**W:** alliedscaffolding.co.uk

**Servicing -**

Greater Manchester,  
Merseyside, Lancashire,  
Yorkshire, Cheshire and  
Midlands

**T: 0845 296 8854**

Reg. No. 1731033

## DATA PROTECTION POLICY

Employees may be required to give certain information relating to themselves in order that the Company may properly carry out its duties, rights and obligations as the employer. The Company will process and control such data principally for personnel, administrative and payroll purposes.

The term 'processing' may include the Company obtaining, recording or holding the information or data or carrying out any set of operation or operations on the information or data, including organising, altering, retrieving, consulting, using, disclosing or destroying the information or data. The Company will adopt appropriate technical and organisational measures to prevent the unauthorised or unlawful processing or disclosure of data.

### Consent Form

Employees are requested to sign the attached consent form at Appendix 2 giving consent to the Company to process data relating to them which may include sensitive data and return the same to their line manager.