



IPH Recruitment Ltd
Hospitality and Catering
Staffing Solutions

...thinking outside the flock

ACCESS, ERASURE AND RECTIFICATION POLICY AND PROCEDURE

Policy;

Upon receipt of a request for access, rectification, erasure, IPH-Recruitment will first verify the identity of the requester. This will be done through matching of the information filled out on the forms and the copy of a means of identification

Instead of providing the DPA with a copy of a means of identification, the requester should also be able to prove his/her identity in person at the office of IPH-Recruitment, presenting the original means of identification.

When IPH-Recruitment confirms the requester is who s/he says s/he is through completion of the identification confirmation form (Form A), IPH-Recruitment will forward the access request form and/or the rectification and/or erasure form (all completed in English) to the data protection officer (Mr Bruce Garfield)

Upon its receipt of the request via regular mail/email, IPH-Recruitment will respond to the requester via regular mail/email to acknowledge receipt of the request and provide a timeframe for the completion of the request.

After the Data Protection Officer completes the review of the request, s/he will notify IPH-Recruitment about the outcome of the review and concurrently send the completed request via e-mail. IPH-Recruitment will forward this information without undue delay to the requester.

Should no follow up be required to the initial request, IPH-Recruitment may decide to close the file of the requester in line with its own proceedings. No later than six months after the file is closed, IPH-Recruitment will ensure the requester-provided copy of the means of identification is destroyed. All other information related to the file shall be processed according to the national data protection act and in line with national archive obligations.

Procedure;

Inform IPH-Recruitment of request for access/rectification/erasure, either by regular mail or email

We will inform you what documents we need from you in order to complete the request

Forms to be filled out and sent to us include;

-Identity Confirmation form (A)

- Access Request Form (B)
- Rectification Request Form (C)
- Erasure Request Form (D)

These can be posted to;

Brunel House

Faringdon Business Centre

Volunteer Way

Faringdon

SN77YR

Or emailed to;

info@iphrecruitment.co.uk

We will then follow the above procedure to complete your request