



Data Protection/Telematics

The company will, during your period of employment, be required to keep and maintain information about employees both manually and on computer.

The company will abide by the requirements of the Data Protection Act 1998, by maintaining these records only during employment and for a reasonable length of time afterwards.

The company will take all reasonable steps to maintain the security of the information, will not pass it on to third parties without consent of the employee, and will process the information fairly.

The company may be required to keep information about employees' convictions in respect of road traffic prosecutions and information on activities during the working shift collected via vehicle data collection devices.

If any employee does not consent to the company keeping any of the above information, the employee should advise the company in writing. The company will then erase any relevant data relating to the employee other than that the company are able to keep under the Data Protection Act 1998.

The company operates CCTV at its premises and the footage where applicable may be used for disciplinary or crime prevention purposes.

Confidential information

The employee shall not use or disclose to any person either during or at any time after their engagement by the Company any confidential information about the business or affairs of the Company, any Clients or any of its business contacts, or about any other confidential matters which may come to the employee's knowledge while providing the Services.

Confidential information means any information or matter which is not in the public domain, and which relates to the affairs of the Company, Clients or any of their business contacts.

- Any use or disclosure authorised by the Company or as required by law
- Any information which is already in, or comes into, the public domain otherwise than through the Contractor's unauthorised disclosure.

Intellectual Property

All documents, manuals, hardware and software provided for the employee's use by the Company, and any data or documents (including copies) produced, maintained or stored on the Company's computer systems or other electronic equipment (including mobile phones if provided by the Company), remain the property of the Company

The Company hereby grants the employee a limited personal non-exclusive, non-assignable, non-sublicensable, royalty free licence to use any Company Software solely to the extent necessary to carry out the Services.

The foregoing licence shall be for the term of this Agreement unless terminated earlier by the Company by written notice. Save as expressly granted herein, the Company does not grant any other right, whether express or implied, in relation to any Company intellectual property.

The employee hereby agrees and covenants not to make use of or enable another to use the Company Software for any purpose other than that for which he is granted a licence to use the Company Software under this Agreement.

Trade Union Membership.

All employees are entitled to belong to a Trade Union, but this is not a condition of employment.

Third Party Rights

The Contracts (Right of Third Parties) Act 1999 shall not apply to this letter and no person other than you and the Company shall have any rights under it. The terms of this letter or any of them be varied, amended or modified or this letter may be suspended, cancelled or terminated by agreement in writing between the parties or this letter may be rescinded (in each case) without the consent of any third party.