



Revision:	4.0
Date:	05/09/2023
Approved by	GK

DISCLOSURE OF PERSONAL & DPA CONTROLLED INFORMATION & PREVIOUS CONVICTIONS POLICY

Campbell & Kennedy Maintenance Ltd set strict criteria on the use and release of any information relating to any individual within the Campbell & Kennedy organization.

As an outsourced partner we realize, and accept, that the sharing of certain confidential information may well be required, on occasion, as part of a shared responsibility in respect of the delivery of agreed contracts and services. However, notwithstanding this, such information will only be passed over subject to the following conditions: -

Any, and all, requests for confidential (personal) information must be requested through operations@ckmaintenance.co.uk or via the HR Business Manager. All request recipients will be vetted prior to the dispatch of any information to ensure that they have been approved (by Campbell & Kennedy Maintenance Ltd) to receive such personal information and that the storage of such, when dispatched, complies to both Campbell & Kennedy Maintenance standards (CKM Data Security Policy), Non-disclosure agreements and the Data Protection Act. No information will be sent to any non- approved recipients without the approval of the relevant Department Manager or Campbell & Kennedy Maintenance Company Director.

Subject Access Requests

In keeping with Campbell & Kennedy Maintenance’s Data Protection Policy, all subject access must be made in writing only to Managing Director of Campbell & Kennedy Maintenance Ltd.

Previous Convictions

If previous convictions have been noted on any disclosure returned to Campbell & Kennedy Maintenance Ltd then, dependent on the conviction, employment/engagement may be terminated with immediate effect.

Immediate Termination/Employment Rejection

- Any conviction noted that had not been declared to Campbell & Kennedy Maintenance at time of interview, engagement or on the (signed) pre-disclosure disclaimer form.
- Sexual offenders/on sexual offenders’ register
- Drug related offences – supply and distribution
- Class A&B possession
- Violence/Assault/GBH/ABH
- Aggravated Theft/Burglary/handling stolen goods
- Serious Fraud/white collar financial crime
- Firearms/weapon offences
- Harassment/stalking offences
- Miscellaneous petty theft offences
- Motoring offences (depending on role)
- Going equipped for stealing
- Blackmail
- Perjury
- Libel
- Obscene publication



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The following conviction(s) and types are referred to the Department Manager for consideration.

Note: Although employment may not be terminated, upon the discretion of the Manager, you may be subject to increased monitoring and management.

- Admonishment(s)
- Caution(s)
- Civil offences (public order)
- Class C drug offences (possession only)
- Motoring offences (depending on role – License Checks Completed by Managed Services)
- Miscellaneous (non-custodial) criminal convictions


The above criteria also apply for any convictions that arise during employment/engagement with Campbell & Kennedy Maintenance Ltd. Disclosures are re-checked annually.

The response SLA for turnaround information requests is 5 working days (from acknowledged receipt of request to electronic delivery) subject to all receipt criteria being in order.

Discretion to vary procedure(s) noted in this policy can only be granted by the (Campbell & Kennedy Maintenance) HR Business Manager and authorized delegates.

Declaration

This policy statement will be regularly reviewed and updated, as necessary. The management team endorses these policy statements and are fully committed to their implementation.

Signed  Date: 05/09/2023
G. Kennedy, Director