

INFORMATION MANAGEMENT POLICY

KPM has a policy for the overall management of all electronic data. The responsibility for its management is with Karen South.

KPM holds the following categories of data:

1. Staff Administration
 - 1.1 Personal details;
 - 1.2 Family, lifestyle & social circumstances;
 - 1.3 Education & training details;
 - 1.4 Employment details;
 - 1.5 Financial details;
 - 1.6 Racial or ethnic origin;
 - 1.7 Religious or other beliefs of a similar nature;
 - 1.8 Trade Union membership;
 - 1.9 Physical or mental health or condition.

2. Advertising, Marketing & Public Relations
 - 2.1 Personal details;
 - 2.2 Family, lifestyle & social circumstances;
 - 2.3 Goods or services provided.

3. Accounts & Records:
 - 3.1 Personal details;
 - 3.2 Financial details;
 - 3.3 Goods of services provided.

4. Legal Services:
 - 4.1 Personal details;
 - 4.2 Family, lifestyle & social circumstances;
 - 4.3 Education & training details;
 - 4.4 Employment details;
 - 4.5 Financial details;
 - 4.6 Goods or services provided;
 - 4.7 Racial or ethnic origin;
 - 4.8 Political opinions;
 - 4.9 Religious or other beliefs of a similar nature;
 - 4.10 Trade Union membership;
 - 4.11 Physical or mental health or condition;
 - 4.12 Sexual life;
 - 4.13 Offences (including alleged offences);
 - 4.14 Criminal proceedings, outcomes & sentences.

The types of document to be held in the systems for managing documents are:

- Practice documents (leases, etc.);
- Client documents (agreements, court orders, etc.);
- Staff documents (contracts, etc.);
- Others (as required).

Subject Access Requests

Any individual whose data is held by KPM may make what is called a 'subject access request', i.e. a request to see what data is actually held about them. All such requests should be addressed in writing to Karen South and she will arrange for KPM to comply promptly with the request in accordance with the disclosure requirements of the Data Protection Act.