

## Data Protection

Rentokil Initial treats matters of data protection with the utmost importance. If a colleague accesses another colleague's records without authority it will be treated as gross misconduct.

The company will ensure that colleagues, past, present and future are safeguarded against the possible misuse of and unauthorised access to any personal confidential information that is held whether held on computer or in a manual record file.

The company's policy is to ensure that any personal data will:

- Be fairly and lawfully processed
- Be processed for limited purposes and not in any manner incompatible with those purposes
- Be adequate, relevant and not excessive
- Be accurate
- Not be kept for longer than is necessary
- Be processed in accordance with individuals' rights
- Be secure
- Not be transferred to countries without adequate protection
- Stored and used in line with any local legislation

Colleagues will be informed and consent sought to their data being used as set out in this policy as part of their employment contract.

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