**Data protection clause for contracts**

By signing this agreement, the Employee confirms that they have read and understood the employer’s data protection policy, a copy of which is issued separately, but forms part of the employee’s terms & conditions of employment. The employer may change its data protection policy at any time and will notify employees in writing of any changes.

The Employee shall comply with the data protection policy when handling personal data in the course of employment including personal data relating to any employee, customer, client, supplier or agent of the employer.

The Employee acknowledges that the employer will process data relating to the Employee for a variety of purposes and that this may include sensitive personal data relating to the Employee. The employer will only process this data where it has a lawful basis for doing so. Details about the type of data held by the employer, the purpose of data processing and the lawful basis on which the data is processed can be found in the employer’s Employee Data Policy.