

Data Protection Policy - Dec09 JK

**Data Protection Policy**

Santander treats all personal information as private and confidential. This responsibility is reinforced by legislation and industry codes of practice. The Data Protection Act was introduced to ensure that information held about individuals, including customers and employees, is used fairly and lawfully. The Act sets out the proper practices (known as the Data Protection Principles) that should be followed whenever information about people is processed.

More detailed information and guidance on Data Protection at Santander is available under Company Policies / Legal Policies on the main Santander Intranet site.

**Personnel File Access**

Copies of contractual documentation from the personnel file or records can only be provided to the line manager or employee following receipt of a written request. All requests should be sent to:

**HR Service Centre  
Milton Keynes  
AAM 450**