Employment contract: management level employee

Contract of Employment

Dated: [date]

Name: [name]

Contents

- 1. Entire understanding
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- 3. Job title and job description
- 4. Place of work
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- 8. Leave for holidays and other reasons
- 9. Sickness or other absence
- 10. Work outside the UK
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- 14. Processing your personal data
- 15. Staff handbook and company policies
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- 17. Disciplinary and grievance procedures
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- 22. Termination of employment
- 23. Arrangements during notice period
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- 25. Procedure after termination
- 26. No competition
- 27. Reconstruction or amalgamation
- 28. Miscellaneous matters

Schedule 1 Bonus system

Schedule 2 Data Protection Act 2018 Compliance

This contract is dated:			ated:	[date]
Your employer is:				[company name] ("the Company" ■ ■ ■ ■ " ■ ■ ■ " ■ ■
You	r empl	oyer's a	address is:	[company address]
You	are:			[employee name]
You	r addre	ess is:		[employee address]
The o	contrac	ct terms	are:	
1.	Enti	ire un	derstand	ing
	1.1.	unders	standing betw	low, this agreement contains the entire veen you and us and supersedes all previous rangements (if any) relating to your employment.
	1.2.	inform	ation you hav	ntract we have relied on certain documents and ve provided to us. If we discover that any of that curate, you will be in
		••••	• • • • • • •	:
		1.2.1	your curricu ■];	ulum vitae / resume, sent to • • • • • • [• • •
		1.2.2	qualification	of education showing school and university as and in particular that you have achieved a arts] [• • • • • • •] • • • • • • • • • •
		1.2.3	•	nent that you have qualified as a [trade or ■ ■ ■ ■ ■ ■ ■ ■ ■ ■].
2.	Sta	rt and	continuit	ty
	2.1.	Your e	mployment v	vith the Company [starts / ■ ■ ■ ■] ■ ■ ■ ■ [■ ■ ■

2.2.	No employment with any other Employer counts towards your continuous •••••••••••••••••••••••••••••••••••	
OR		
2.3.	counts	us employment with [name of employer] from [date] to [date] as ••••••••••••••••••••••••••••••••••••
Job	title a	and job description
3.1.	Your jo	ob title is [job title].
3.2.		nain tasks and responsibilities are set out
3.3.	do a di also as	ow agree that we may change your job description or ask you to ifferent job of a similar status and requiring similar skills. We may sk you to perform duties additional to those now envisaged or actually undertaken at
3.4.	Your duty is to perform your job to the best of your ability and to comwith the :	
	3.4.1	hold any office and/or other appointment in or on behalf of the
	3.4.2	report to the [title / chief executive / director / board] as often as necessary to keep them
	3.4.3	do all in your power to promote develop and extend the business of the Company and in all respects conform to and comply with the proper and reasonable directions and
	3.4.4	comply with all rules or codes of conduct required by any regulatory body in

4. Place of work

4.1.	Your normal place of work is our above address but we reserve the right to change ** ** ** ** ** ** ** ** ** ** ** ** **
OR	
4.2.	You agree to work anywhere in the United Kingdom as the Company may require ** ** ** ** ** ** ** ** ** ** ** ** **
4.3.	If the Company requires you to work permanently at a place which necessitates a move from your present address the Company will reimburse you for all removal expenses directly and reasonably incurred as a result of the Company's requirement
OR	
4.4.	You will not be required to work outside the United Kingdom for any period longer than [one month] in any year. The The The The The The The The
Hou	rs of work
5.1.	Your normal hours of work are 9.00 am to 5.30 pm Monday to Friday, excluding public holidays. However owing to the nature of your job your working time is
5.0	
5.2.	It is in the nature of your job that the task on hand may frequently be more important than the specific hours. Accordingly, you are required ■
5.3.	The Working Time Regulations of 1998 impose an obligation on employers to ensure that employees do not work more than an average of 48 hours per week. By agreeing to the terms of this contract, you have opted out of that provision and the 48

5.4.	If at any time there is no opting-out agreement in force under the Regulations (such as where you have terminated it by notice) you must not undertake other work which would result in your working more than an average of 48 hours per week and
5.5.	You are required to comply with any time keeping or record keeping scheme introduced for
Sala	ary
6.1.	Your salary is £ [0000] per annum payable in equal monthly instalments [by credit transfer] on the 28th day of each month, • • • • • • • • • • • • • • • • • • •
6.2.	We reserve the right to change the pay frequency, day and method of payment, at any time if we decide to do so. If we do this we will give ■
6.3.	You will receive no additional payment ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
6.4.	Your salary will be reviewed annually. We will tell you of any change. The Company shall not be I I I I I I I I I I I I I I I I I I
6.5.	[The Company operates a bonus scheme in which you qualify for inclusion. ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ 1].
OR	
6.6.	The Company may pay you a bonus from time to time at its discretion,
6.7.	The Company may at any time during your employment and after its termination deduct from your salary any money which you owe to the ■

	6.8.	If you give notice to terminate your employment within [12] months of attending any external course for which the Company has paid, you agree that you will owe us [50] % of the cost of that course. If you = = = = = = = = = [6] = = = = = = = = = = = = = = = = = = =
7.	Exp	penses
	7.1.	The Company will reimburse to you all reasonable expenses incurred by you in your work, provided you provide to ••••••, •••••.
	7.2.	The Company reserves the right to change this arrangement so that the expenses you may incur without the permission of the
	7.3.	The Company will reimburse to you the cost of a subscription to a ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
8.	Lea	ve for holidays and other reasons
	8.1.	In this paragraph we refer to holidays,
	8.2.	Your entitlement to leave • • • • • • • • • • • • • • • • • • •
	8.3.	The Company's holiday year runs from January 1 to December 31. Your entitlement to leave days is calculated
	8.4.	[We ask you to agree the dates of your holidays at least 28 • • • • • • • • • • • • • • • • • •
		•

8.5.	At a minimum, you must give us notice of twice as many days as \blacksquare \blacksquare
8.6.	We may also give you similar • • • (• • • • • • • • • • • • • • •
8.7.	You can take your holidays ••••••••••••••••••••••••••••••••••••
8.8.	Holidays you take for religious reasons

8.9.	A day's holiday pay for SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLL SERROLLL SERROLLL SERROLL SERROLLL SERROLL SERROLLL SERROLL SERROLLL SERROLL SERROLLL
8.10.	You may not carry holiday forward from one
OR	
8.11.	You will be entitled to carry
8.12.	If either of us terminates your employment by notice, then any holiday entitlement which will have accrued at the date • • • • • • • • • • • • • • • • • • •
8.13.	During the first three months of employment we request that you do not take ••••••.

9. Sickness or other absence

9.1.	The regulations for statutory sick pay vary from time to
9.2.	If you are unexpectedly absent from work for any reason you must inform us of the reason for your absence and likely duration
9.3.	If you are absent from work due to sickness or injury for more than [three] days (including weekends) you must provide us with
9.4.	Immediately on your return to work, you must complete a self-certification form stating the
9.5.	You agree at any time we ask, whether or not you are absent from
	work, to undergo whatever medical examinations we believe
9.6.	Provided you have complied with the general terms relating to sickness absence referred to above, you will • • • • • • • • • • • • • • • • • •

	9.7.	Payments of sick pay include statutory sick
	9.8.	Your entitlement to salary and other benefits under this contract will ■ ■
	9.9.	In any case where you have a claim in law for compensation against a
		third party in respect of circumstances causing you
		,
10.	Wor	k outside the United Kingdom
		vill not be required to work outside the United Kingdom for ■ ■ ■ ■ ■ ■
	•••	
	•••	
11.	Pen	sion
	11.1.	We shall ■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■
	11.2.	Contributions to the scheme are made by you and by us. ■ ■ ■ , ■ ■
		%.

12. Health insurance

12.1.	The Company will pay the premiums on a
12.2.	The Company reserves the right to ••••••••••••••••••••••••••••••••••
12.3.	The Company is not itself liable I B B B B B B B B B B B B B B B B B
Com	npany Car
13.1.	The Company will provide a car for your business
13.2.	You must comply with Company car • • • • • • • • • • • • • • • • • • •
13.3.	When your employment terminates, you agree to return ,
13.4.	You agree to take good care
13.5.	You agree that the final payment • • • • • • • • • • • • • • • • • • •
OR	
13.6.	The Company will not provide you with a car. Instead the Company will pay you a monthly car allowance of £[n] • • • • • • • • • • • • • • • • • • •

	13.7.	Your car allowance will be ***********************************
	13.8.	Your car allowance is fully ***********************************
14.	Prod	cessing your personal data
		tisfy our legal obligations, we process your personal data according
15.	Staf	f handbook and Company policies
	15.1.	You now acknowledge that you have been given a,,
		: 15.1.1 health and safety;
		15.1.2 equal opportunities and non-harassment;
		15.1.3 computers, email, Internet and communications;
		15.1.4 company vehicles;
		15.1.5 data protection.
	15.2.	You may not smoke anywhere during working hours. Outside working hours, you may
	15.3.	Insofar as any of these policies imposes an expectation of behaviour on you

	15.4.	You accept the importance for the Company in maintaining and enforcing fully up-
16.	Oth	er business or employment
	16.1.	You must devote the whole of your • • • , • • • • • • • • • • • • • • •
	16.2.	You may not under any circumstances do
	16.3.	You may not do other work (even voluntary work), or engage in any other business
	16.4.	You may not take or retain ownership of any interest in any business whether or not competitive with the business of ••••••••••••••••••••••••••••••••••
17.	Disc	ciplinary and grievance procedures
	17.1.	The Company's disciplinary and grievance procedures are those set ,
	17.2.	The formal grievance procedure need not be your first step in bringing

	.	
	••••	
17.3.		v gives you both rights and obligations in respect of these
	proced	ures. You now agree to ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
		••••••
	,	
Con	fident	ialitv
		h is very important to our [business / company / organisation]. ad it
• • . •		
•••	••••	
18.1.	In this p	paragraph, "Confidential information" = = = = = = = = = =
	■■■[
	18.1.1	information about staff, •••••••••••••••••••••••••••••••••••
	18 1 2	our businesses, methods
	10.1.2	
	18.1.3	information about suppliers agents distributors and customers;
	18.1.4	information about the Intellectual
18.2.		ctual Property" means "Intellectual Property
		:
	18.2.1	Intellectual property • • • • • • • • • • • • • • • •
	18.2.2	patents, trademarks, unregistered marks, designs, copyrights,

18.3.	You no	w promise that you will:
	18.3.1	keep all records of Confidential Information only at \blacksquare \blacksquare \blacksquare \blacksquare
		= = =) ;
	18.3.2	use your best endeavours • • • • • • • • • • • • • • • • • • •
18.4.	And yo	u will not:
	18.4.1	use for yourself nor divulge nor disclose to any person (\blacksquare \blacksquare
	18.4.2	store, copy, or use the
		;
	18.4.3	remove from Company's premises or copy or allow anyone ■ ■
18.5.	This pa	ragraph does not apply to disclosure:
	18.5.1	of information that it is reasonably necessary to disclose
	18.5.2	made with the consent of the proper
		;
	18.5.3	of information or knowledge which comes
		;
18.6.	•	ovisions of this paragraph shall continue after termination of

19.	New	Intellectual Property
	19.1.	So far as Intellectual Property is created
	19.2.	You now agree that you will:
		19.2.1 do your utmost to ensure
		19.2.2 tell the Company • • • • • • • • • • • • • • • • • • •
		19.2.3 provide to the Company whatever full specification description
	19.3.	To make this effective you now undertake to do whatever the Company
	19.4.	The provisions of this paragraph shall continue indefinitely
20.	Brib	ery and other corrupt behaviour
	20.1.	The Company has a strict anti-bribery and corruption policy in line with the Bribery Act (2010).
	20.2.	If you bribe (or attempt to bribe) another person, intending either to

Gard	den leave
21.1.	At any time we may require you
21.2.	You will cease to carry out your duties.
21.3.	You will
04.4	
21.4.	We will continue to pay you your full salary.
21.5.	You must continue
Terr	mination of employment
This c	contract will automatically
22.1.	During your • • • • • • • • : [1 • • • •].
22.2.	After one year's employment: [3 months].
22.3.	At any time during a period of notice given by either of us, we may terminate your employment

22.

22.4. The termination of this **•••••••••**

23. Arrangements during notice period

23.1.	The Co	ompany expects you
23.2.	We res	erve • • • • • • • • • • • • • • • • • • •
	23.2.1	terminate your employment before the expiry of the notice period and
	23.2.2	require you • • • • • • • • • • • • • • • • • • •
	23.2.3	require you to remain

24. Summary termination

	company is entitled to terminate your employment by summary notice in
• • • :	
24.1.	theft, = = = = = = = = = = = = = ; = = = =
24.2.	physical violence; or
24.3.	serious bullying or harassment; or
24.4.	deliberate damage to property; or
24.5.	serious insubordination; or
24.6.	misuse of the Company's property or name; or
24.7.	bringing the Company into disrepute; or
24.8.	bringing alcohol or any recreational drug

	24.9.	incapability whilst on	
	24.10	. negligence which causes • • • • • • • • • • • • • • • • • •	
	24.11	serious infringement of health and safety rules; or	
	24.12	breach of confidentiality; or	
	24.13		•
	24.14		J
	24.15		•
25.	Proc	cedure after termination	
25.	Prod	cedure after termination	
25.	Prod	25.1.1	
25.	Prod	25.1.1	
25.	Prod	25.1.1	

	25.1.5	
	25.1.6	
	25.1.7	-
25.2.	If requested by the Company, you will	
	25.2.1	-
	25.2.2	
25.3.		
25.4.		
	••••••	
25.5.		
25.6.	•••••	

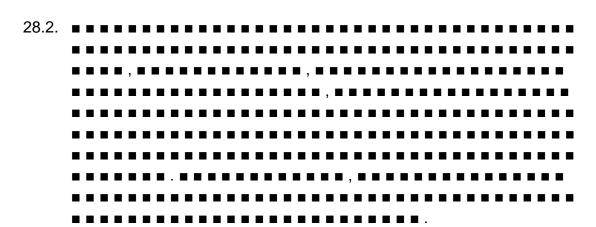
26. No competition

26.1.																																			
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26.2.	•			•		•		- 1						-	•	•		•	•	•	•	•	•	•	•			[•				•]		•	
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26.5.	_		_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_			_		_	_		_		г.	_			_ 1	_		
20.5.																																			
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26.6.	•				•						_				_	_				_				_	_			•	_				■ [
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26.7.					•	-	_	_			•		•		•			•	•	•				•	-	-			_				= !		1
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27 .	Reconstruction	or	Amalgamation
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28. Miscellaneous matters

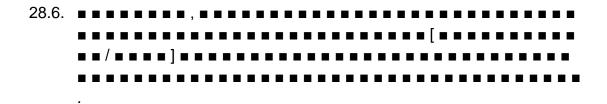
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	_	_		 _	_		 _	_	_	_			_										











Signed by [personal name] on behalf of [Company name] as its representative who personally accepts liability for the proper authorisation by [Company name] to enter into this agreement.

Signed by [Employee name]

Schedule 1: Bonus system

Here explain the system, including:

- to whom it applies
- what triggers the bonus payment
- how the payment is calculated
- when the payment becomes due, and is made
-

■ .

Schedule 2: Data Protection Act 2018 Compliance

1. Definitions

,,	
"Act"	means the Data Protection Act 2018.
"Data Protection Legislation"	means all or any of:
	(a) the GDPR,
	(b) the applied GDPR,
	(c) the Act,
	(d) regulations made under the Act
	(• • •) • • • • • • • 2 (2) • • • • • • • • • • • • • • • • • •
"the GDPR"	27
"U L' LODDD").
"the applied GDPR"	3 2 3 5 6 7 7 7 7 8 9 9 9 9 9 9 9 9 9 9
"Law Enforcement Directive"	27 = 2016



2. Data Protection

2.1.

2.2.

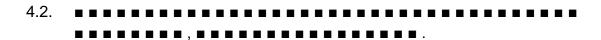
3. Legal basis of processing your personal data

3.1.



4. Change in the legal basis of processing

4.1.		 	 	

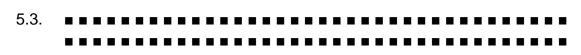


4.3.

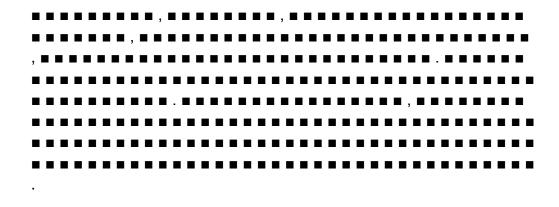
5. Disclosure and/ or sharing of your personal data

5.1.	 	 	

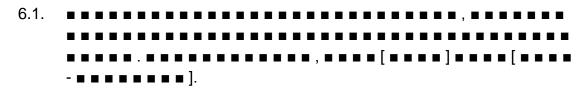




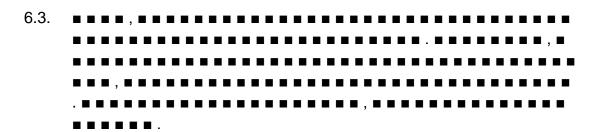




6. Your access request



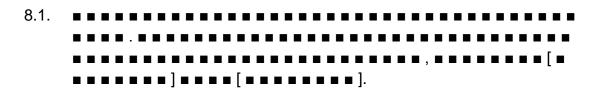




7. Removal of information

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										■ .							

8. Who handles your data



8.2.

Appendix 1 to Schedule

Data Processing Activities

What we or you may process in each category

1.	We s	hall process this basic personal data
	1.1.	,,,,
	1.2.	all information you gave to us.
	1.3.	financial information processed through the banking system.
	1.4.	
	1.5.	information relevant to the performance of your contract.
	1.6.	
	1.7.	
	1.8.	[]
2.	•••	• • • • • • • • • • • • • • • • • • • •
	•••	
	2.1.	satisfy our obligations under this contract;
	2.2.	;
	2.3.	••••••
	•••	
	2.4.	//.
	2.5.	

3. Post termination

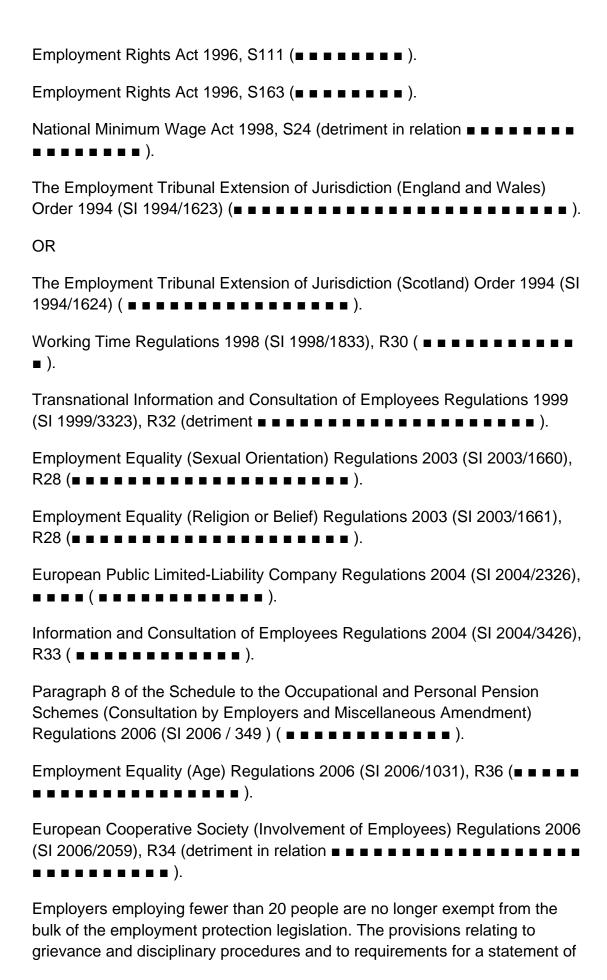
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	3.1.1.					
	3.1.2.	 				 ,
		,	•			
3.2.						 , .
	••••	 . ■ :				
	3.2.1.	 	• • • • •	• • • • • •		
		 ,				
	3.2.2.					
	3.2.3.	 				

Explanatory notes

Employment contract: management level employee

General notes

1.	The following materials contain the main legal sources to which you $\blacksquare \blacksquare \blacksquare$.
	Free information pages concerning aspects of employment at:
	http://www.netlawman.co.uk/infolist/employment.php
	For ACAS information: http://www.acas.org.uk/index.aspx?articleid=1390
	Employment Act 2008: http://www.legislation.gov.uk/ukpga/2008/24/contents
2.	UK employment law is contained largely in the Employment Act 2008. An employment tribunal award will be increased, sometimes substantially. If you have failed to comply with the codes
	SCHEDULE A2 :Tribunal jurisdictions to which section 207A of the Trade Union and Labour Relations (■ ■ ■ ■) ■ ■ ■ ■ 1992 (" ■ ■ ■ ■ ")
	Equal Pay Act 1970, S2 (■ ■ ■ ■ ■ ■ ■).
	Sex Discrimination Act 1975, S63 (discrimination in ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .).
	Race Relations Act 1976, S54 (discrimination in ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .).
	TULRA, S145A (inducements relating to union ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .
	TULRA, S145B (inducements relating to ■ ■ ■ ■ ■ ■ ■ ■)
	TULRA, S146 (detriment in relation to union membership and activities) Paragraph 156 of Schedule A1 to this Act (AUDITION OF AUDITION O
	Disability Discrimination Act 1995, S17A (discrimination in ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	Employment Rights Act 1996, S23 (unauthorised ■ ■ ■ ■ ■ ■ ■ ■ ■ ■).
	Employment Rights Act 1996, S48 (detriment ■ ■ ■ ■ ■ ■).



	terms = = = = , = = = = = .
4.	The requirement set out in the Employment Act 2002, for provision of written terms, including detailed grievance and disciplinary procedures, is satisfied by a letter or a contract provided before the employment commences, 2
Par	agraph specific notes:
Notes	s following the numbered paragraphs
1.	Entire understanding
	This paragraph prevents a party from later saying he was relying on some other document or web
2.	Start and continuity
	It may be necessary to calculate the period of employment for any of several reasons. By stating it clearly, \blacksquare
3.	Job title and job description
	A job title is not strictly required; a job description is. If the description is short it can be stated in the contract. If it is contained in another document, then that document must be *** *** *** *** *** *** *** *** *** *
	Provision for change is important. If it is not included in the contract, then any attempt by you to change the place or type • • • • • • • • • • • • • • • • • • •
4.	Place of work
	The main purpose of this paragraph is to give the employer the right to move the employee around. If frequent moves may be • • • • • • • • • • • • • • • • • •
5.	Hours of work
	Since the arrival of the Working Time Regulations, this paragraph is very important. As drawn, it takes advantage of the voluntary opt out provision - ■

6.	Salary
	Necessary provisions. The last enables • • • • • • • • • • • • • • • • • • •
7.	Expenses
	We have no comment.
8.	Leave for holidays and other reasons
	Holiday entitlement is governed by the Working Time Regulations 1998 and recent case law. The version provided in this contract is
	Because there are statutory requirements, we have worded the document for compliance. If / when you edit this paragraph to provide more generous leave provision, beware of accidentally reducing any part intended to benefit the
	You may find more details at: https://www.gov.uk/holiday-entitlement-rights
9.	Sickness and sick pay
	Edit to your requirement but take care • • • • • • • • • • • • • • • • • • •
10.	Work outside the UK
	Another provision to enable you to move the employee • • • • • • • • • • • • • • • • • •
11.	Pension
	This paragraph covers the latest law which sets out rules of auto enrolment into a pension scheme.

1. is aged between 22 and State Pension age

	2. earns more than £10,000 a year
	3. works in the UK
	This is called 'automatic enrolment'. To \blacksquare
	https://www.moneyadviceservice.org.uk/en/tools/workplace-pension-contribution-calculator
	https://www.gov.uk/workplace-pensions/what-you-your-employer-and-the-government-pay
12.	Health insurance
	We have no comment.
13.	Company car
	We have no comment.
14.	Processing your personal data
	Self explanatory provision.
	This paragraph deals with the obligations \blacksquare
	You may need to add other data, $\blacksquare \blacksquare \blacksquare$
	We suggest leave this provision as is \blacksquare
15.	Staff handbook and company policies
	It is an excellent idea to have and maintain a comprehensive staff handbook as a bible of procedures and policies. These policies all relate to areas where you have statutory responsibilities.
	For you to comply with some of these policies you need co-operation from your staff. Indeed, co-operation in maintaining your health and safety policy is crucial. We have therefore incorporated compliance into this ••••••••••••••••••••••••••••••••••••

A staff handbook is a good place to keep them together and available. Your health and safety policy and guide may be so large as to merit its own separate book. Good practice is to hand a personal copy to each new
2002 ,
■ ■ . Other business or employment
Edit to your exact requirement
Disciplinary and grievance procedures
Net Lawman has provided a very elegant, step-by-step approach to these procedures in the past, but now the law favours a more flexible approach. This is
Confidentiality
Because this provision is so important to most organisations, your employees must be left in no doubt as
New intellectual property
This is area which may be irrelevant or may be essential immediately. In most businesses, you never know what an employee will discover - personally or through another
Bribery and other corrupt behaviour
Since the Bribery Act 2010, it is good practice to make clear to employees that any contravention is a breach of contract

17.

18.

19.

	If you need to enforce this provision it is likely to be in a time of crisis. The last thing you want is
22.	Termination of employment
	The statutory provisions
23.	Arrangements during notice period
	When an employee is under notice, the relationship suffers, ■ ■ ■ ■ ■ ■ ■ .
24.	Summary termination
	At Net Lawman we hate lists in legal documents.
	Despite this precise list, it is still essential to investigate in accordance with
	your disciplinary policy. It is important
25.	Procedure after termination
	Substantial deletion may be required
	Care should be taken in looking to future to consider what this employee might be doing in a matter

Garden leave

26.	No competition
	Provisions against competition are contrary to national policy. To be effective they must not be unreasonable. Reasonableness depends on the circumstances. We cannot therefore say that
27.	Reconstruction or amalgamation
	This = = = = = = = = = . = = = = = = = .
28.	Miscellaneous matters
	A number of technically important
	Rights of Third Parties Act -
Sche	edule 2
	graph = = = = = = = = = = = = = = = = = = =
1.	Definitions
	Basic • • • • • • • • • • • • • • • • • • •
2.	Data protection
	A
3.	Legal basis of processing

	The Act allows a person or business to process
	 One or both of
	• Less commonly, some
	Where the data subject is an employee the most obvious basis of
	You must make sure that when you ask specifically for ■ ■ ■ ■ ■ ■ ■ ■ ■
4.	Change in the legal basis of processing
	You = = = = = = = = = = = = = = = = = = =
5.	Disclosure and/ or sharing of personal data
	You must say who gets to see or use your employee's
6.	Access to personal data
	The Act provides that a data subject has
7.	Removal of information
	You should • • • • • • • • • • • • • • • • • • •

Who handles your data
This paragraph sets
In any case, you must • • • • • • • • • • • • • • • • • • •
Notes to the Appendix to the Schedule
We have separated these provisions into an appendix ••••••••••••••••••••••••••••••••••••
,
The appendix is simply your $\blacksquare \blacksquare \blacksquare$
,
The purpose of
We have given you
Make = = = = = = = = = = = = = = = = = = =
The third numbered heading is unlikely to require edit.
• • • • • • • • • • • • • • • • • • • •
Basic UK law relating to limitation ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
•••, ••••••

End of notes