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This policy and other documents referred to in it sets out the basis on which we will process any personal data that we collect from data subjects, or that is provided to us by data subjects or other sources. This policy does not form s contract of employment and may be amended at any time.

Omega is aware of its obligations under the General Data Protection Regulation (GDPR) and domestic data protection legislation, and is committed to processing your data securely and transparently. This privacy notice sets out, in line with current data protection obligations, the types of data that we hold on. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

For the
their personal data including:

- The right to be informed
- The right to correction
- The right to access
- The right to object
- The right to restrict processing
- The right to erasure



We need explicit consent from an employee in order to process their sensitive data, and if consent is given it can be withdrawn easily.

Our obligations

The six principles for processing personal data under GDPR are:

- Personal data should be processed fairly, lawfully and in a transparent manner

- Data should be obtained for specific and lawful purposes and not further processed in a matter incompatible with those purposes

- The data should be adequate, relevant and not excessive

- The data should be accurate and where necessary kept up to date

- Data should not be kept for longer than necessary

- Data should be kept secure

We are committed to following these principles and we ensure that all processing of data of which you are the subject is lawful. We will process data about you only as far as is necessary for the purpose of managing our business. Data will not be disclosed to anyone else other than