

Data Protection Act: Consultancy Services Policy

The Consultancy Services Team of Mott MacDonald Group provides its services to divisions in two units of the Group. These are the **Health & Education Unit (HNE)** (which incorporates **HLSP** and **Cambridge Education for International Development**), and **Water and Environment Unit (WNE)**.

Introduction

The Data Protection Act came into force in 2000. It sets rules for processing personal information and applies to some paper records as well as those held on computers. The Act requires us to comply with the rules of good information handling, known as data protection principles, and other requirements of the Data Protection Act. The purpose of this Policy is to clarify the sort of information Consultancy Services (CS) holds on consultants and the guarantees and safeguards on how this information is held and how it is used.

Mott MacDonald Ltd is the data controller under the Act and can be contacted through their website www.mottmac.com

The purpose of holding information on Consultants

The information we hold on consultants is solely for the business purposes of the Mott MacDonald Group, their overseas branches and subsidiaries, and will not be shared with any other companies, institutions or clients, other than for these pursuits. Ultimately, this information will be used to provide consultants with short and long-term international consulting opportunities.

Information held

We have two separate types of information kept on consultants:

- a) CVs & accompanying documentation (such as references and copies of qualifications)
- b) Consultant record

a) CVs & accompanying documentation

We keep the original and updated CVs received from consultants and CVs we have edited in specific formats required for our clients. We generally only do this for particular pieces of work or tenders and base these on the information given to us by the consultant. References and copies of qualifications given to us by consultants and referees may also be stored alongside the CVs.

b) Consultant record

Mott MacDonald has a computerised Management Information System (MIS). CS manages the consultant database part of it and sets up a separate record for each consultant that contains the following information:

- Personal information (name, country and residence, nationality, next of kin details, contact details and fee rates).
- Professional experience (areas of expertise, countries worked in, clients worked for, whether worked previously for the Mott MacDonald Group, languages spoken, qualifications).
- Notes on professional development, training, feedback from consultants themselves, company, client and / or referees.
- Dates of non-availability.

Full editorial access to consultant records, CVs and accompanying documentation is restricted to authorised Mott MacDonald personnel and the company Information Technology department.

Consultancy Services asserts the following:

- CS aim to acknowledge all new and revised CVs. However, an individual's consent is assumed in consequence of having received such a CV from an individual consultant.

- No sensitive information such as racial or ethnic origin, political opinions, religious or other beliefs etc. is held on the database save that included in the consultant's CV, written by him/herself. Data on individual work performance may be included.
- We undertake to ensure the security of the database and to safeguard personal data.
- CS will contact consultants regularly to ensure accuracy of information held.
- CS assert that it is both necessary and appropriate to retain data indefinitely, subject to the information including when the data was first received and when updated. However, we will normally delete information if we have neither used an individual consultant, or had contact with them, for a period of 10 years.
- CS may transfer data outside the European Economic Area to Mott MacDonald regional offices.
- Information relating to consultants records is held solely for the business purposes of Mott MacDonald and will not be shared with any other companies, institutions or clients other than for these pursuits.

The rights of individual consultants

The Data Protection Act allows individuals to find out what information is held about themselves on the MIS. There is a charge for this to cover administration costs. CS is the point of contact if this information is requested and they will respond within 40 days. CS will delete personal information, together with CVs, at the request of consultants.

Information on the codes of practice relating to the Data Protection Act can be found on www.dataprotection.gov.uk

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