

Security, Confidentiality & Data Protection

Right of Search

Your contract of employment sets out the contractual requirements for a right of search.

Searches will be conducted having regard to our equal opportunities and dignity at work policies and will normally occur on a random basis. They may be carried out at any time whilst you are in the workplace. A search does not indicate that you are under suspicion of any wrongdoing, although we also reserve the right to search you when we reasonably suspect that you have committed a criminal offence or an illegal act. Physical searches will be confined to requesting you to empty out the contents of your pockets or bags and to remove jackets, coats, shoes or other outer clothing.

Searches may only be undertaken by an appointed person who is of the same sex as you. The search will take place in a private room in the presence of another member of management. If you would like to have a fellow employee present to act as a witness, this will be arranged. You have the right to request that a physical search is attended only by people of the same sex.

Searches may also be conducted on your work area, including your desk. We may keep a record of all searches conducted, including the date, time, details and results of each search and the identities of those searched, the searching officer and any other parties present. This information will be stored confidentially and in compliance with data protection requirements.

Whilst you have the right to refuse to be searched, refusal by you to agree to being searched will constitute a breach of contract, which could result in disciplinary action. The Company reserves the right to involve the police at any stage.