

## **HUMAN RESOURCES COMMUNICATION**

High quality vision, efficiency, and creativity are key ingredients to a successful business. While much emphasis is placed on how these factors affect a business' product/service, companies are also seeking ways to improve their internal operations. Therefore, Bondelivery NI Limited would like to contribute to reducing the use of paper and increase efficient and effective communication within the workplace.

### **Email Address**

To facilitate paperless communication, employees will be required to provide an email address of their choice. Where possible, the Human Resources Department will forward all Human Resources related communication to the email address provided.

Providing an email address will authorise Bondelivery NI Limited to send correspondence/documents including personal/sensitive information electronically to the email address provided. It is the employee's responsibility to regularly check receipt of all email communications from Bondelivery NI Limited and comply in a timely manner.

Also, employees will be required to notify the company of any change to their email address via [HumanResources@bondelivery.com](mailto:HumanResources@bondelivery.com) no later than seven working days prior to the change otherwise it will be accepted that any correspondence/documents including personal/sensitive information sent will be regarded as authorised and received.

It is the employee's responsibility to keep all information safe and secure including passwords and to report all breaches in accordance with General Data Protection Regulations (GDPR) 2018.

The content of all correspondence is confidential and intended for the recipient specified in the message only. Bondelivery NI Limited places security as a high priority, therefore, we have put efforts into ensuring that the communication is error and virus-free. However, unfortunately full security of emails cannot be ensured as, despite our best efforts, the data included in the emails could be infected, intercepted or corrupted. You should check the email for threats with proper software, as the sender does not accept liability for damage inflicted by viewing/downloading the content and is not responsible for any breaches and/or consequences suffered during its action.

### **Personal Information**

Any personal information provided to Bondelivery NI Limited will form part of an employee's Human Resources record which we hold. All changes/updates to personal information should be notified to the company by email via [HumanResources@bondelivery.com](mailto:HumanResources@bondelivery.com) as early as possible.

Personal details will be kept no longer than is necessary for the purpose for which it is processed. For further details, please refer to the Bondelivery NI Limited Company Privacy Notice for staff and the Data Protection and Privacy Policy in the Company Handbook or on our website at [www.bondelivery.com](http://www.bondelivery.com) or request a copy from the Human Resources Department.