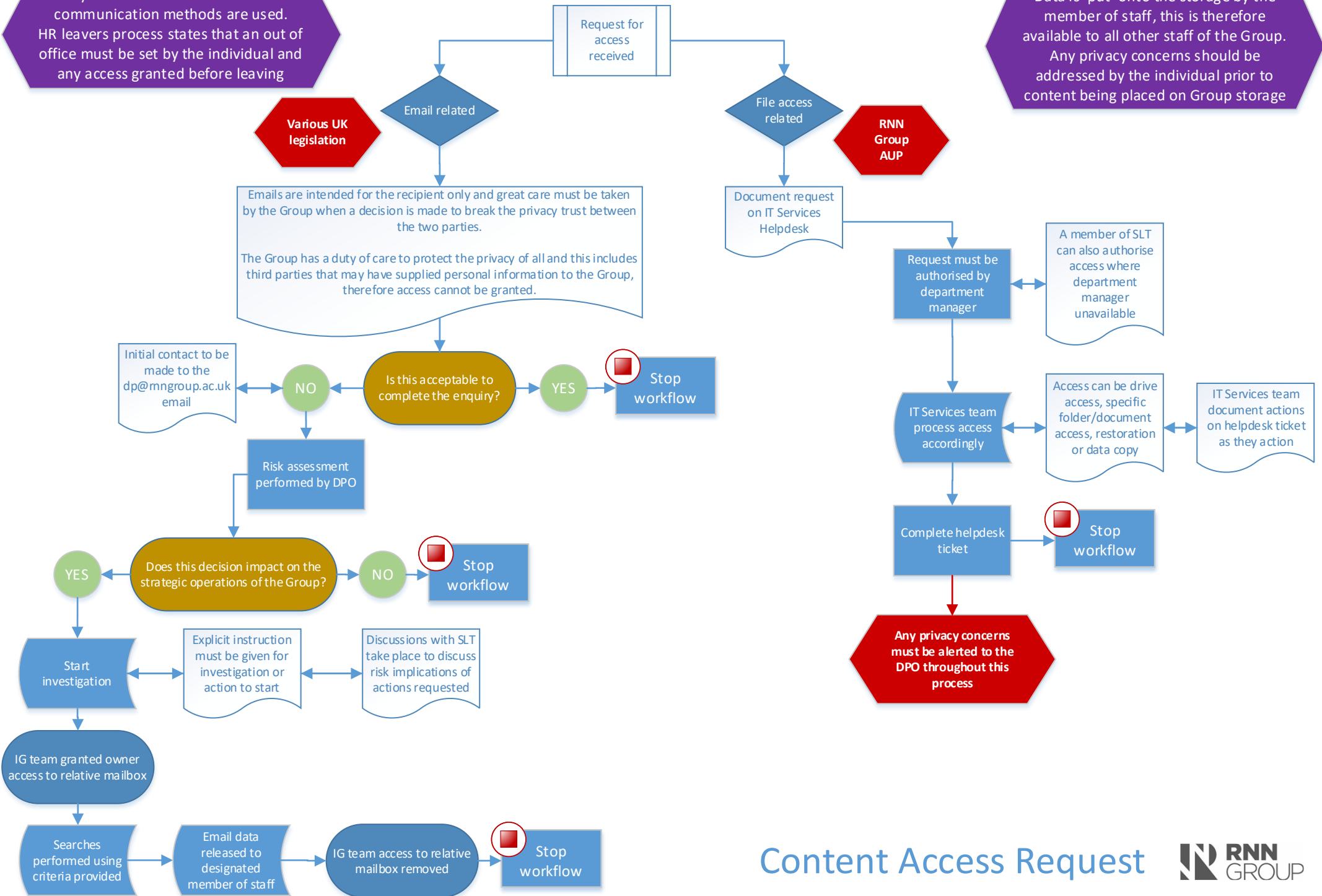


Privacy concerns exist where electronic communication methods are used. HR leavers process states that an out of office must be set by the individual and any access granted before leaving

Data is 'put' onto the storage by the member of staff, this is therefore available to all other staff of the Group. Any privacy concerns should be addressed by the individual prior to content being placed on Group storage



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