

Access to Employee RVC Accounts during Absence

The RVC reserves the right to access an employee's RVC account, email address, and/or any files or data held in RVC's owned/managed servers during a period of unexpected or prolonged absence* in order to continue to undertake the employee's normal role and/or adhere to its obligations.

This right also applies to responding to Subject Access Requests (SAR) and other data rights requests. Typically, HR or the line manager will contact the employee beforehand to inform them of this action. All relevant data found for data rights requests will be provided to the Information Compliance Officer for standard processing.

*prolonged absence is defined, but not limited, to:

- Long Term Sickness
- Long Term Holiday
- Long Term Unpaid leave
- Maternity Leave
- Shared Parental Leave
- Adoption Leave
- Sabbaticals

Queries relating this should be referred to the Information Compliance Officer