

## **USEFUL INFORMATION**

Details of organizations and sources of information regarding employment related matters are listed below.

### **Commission for Racial Equality**

The Commission for Racial Equality (“CRE”) is a publicly funded, non-governmental body established to stop racial discrimination and promote racial equality. Details of the CRE’s legal powers, information and guidance on race discrimination issues and legal requirements can be found on the CRE website.

Address: Various offices around the UK (details can be found on the CRE website).

Website: <http://www.cre.gov.uk>

### **Data Protection and Privacy**

The Information Commissioner has responsibility for data protection matters. The Information Commissioner website provides information and guidance on data protection, privacy and public access to official information.

Address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 01625 545 745

Website: <http://www.informationcommissioner.gov.uk>

### **Disability Rights Commission**

The Disability Rights Commission (“DRC”) is an independent body established to stop discrimination and promote equality of opportunity for disabled people. The DRC website contains useful information and guidance regarding disability issues and compliance with the Disability Discrimination Act 1995.

Address:  
DRC Helpline  
FREEPOST MID02164  
Stratford upon Avon  
CV37 9BR

Telephone: 08457 622 633

Website: <http://www.drc-gb.org>

## **Department of Work and Pensions**

This Government department is responsible for the Government's welfare reform agenda. The Pension Service is part of the Department of Work and Pensions. They also provide useful information and guidance on pensions.

### Department of Work and Pensions

Address:

Department for Work and Pensions  
Room 539  
The Adelphi  
1-11 John Adam Street  
London  
WC2N 6HT

Tel: 020 7712 2171

Website: <http://www.dwp.gov.uk>

### Pension Service

Website: <http://www.thepensionsservice.gov.uk>

## **Employment Relationships**

ACAS (Advisory, Conciliation and Arbitration Service) exists to improve employment relationships and promote good practice. The ACAS information contains information and guidance on employment law and good practice.

Address (Head Office):

ACAS  
Brandon House  
180 Borough High Street  
London  
SE1 1LW

Tel: 020 7210 3613

Website: <http://www.acas.org.uk>

The Department of Trade and Industry operate a website with information and guidance on employment relations.

Website: <http://www.dti.gov.uk/er>

Interactive guidance on employment rights can be found on the TIGER website.

Website: <http://www.tiger.gov.uk>

### **Employment Tribunals**

Employment tribunals are bodies which have been established to resolve employment disputes. The Employment Tribunal website contains information about the type of matters and claims which they deal with (including a section called "Jurisdiction List":

[http://www.employmenttribunals.gov.uk/jurisdiction\\_list.asp](http://www.employmenttribunals.gov.uk/jurisdiction_list.asp)).

Information about making claims and responding to claims is also contained on the website.

Address: Details of the various tribunal offices can be found on the website.

Enquiry line number: 0845 795 9775

Website: <http://www.employmenttribunals.gov.uk>

### **Equal Opportunities Commission**

The Equal Opportunities Commission ("EOC") is an independent body established to eliminate sex discrimination. The EOC provide a helpline and useful information and guidance regarding sex discrimination issues and compliance with legal requirements.

Helpline: 0845 601 5901

Website: <http://www.eoc.org.uk/>

### **Health and Safety Executive**

The Health and Safety Executive (HSE) are responsible for the regulation of most risks relating to health and safety which arise from work activity.

Address: Details of the various offices around the UK can be found on the HSE website.

Tel: 08701 545500

Website: <http://www.hse.gov.uk>

### **Inland Revenue**

The Inland Revenue is responsible for the administration of various taxes and national insurance contributions.

Address: Details of the various offices around the UK can be found on Inland Revenue website.

Website: <http://www.inlandrevenue.gov.uk>

### **Intellectual Property**

The Patent Office is responsible for intellectual property in the UK.

Address (Main Office):

The Patent Office

Concept House

Cardiff Road

Newport

South Wales

NP10 8QQ  
United Kingdom

Tel: 08459 500 505  
Website: <http://www.patent.gov.uk>

The website below is sponsored and maintained by the UK Patent Office provides general information regarding intellectual property.

Website: <http://www.intellectual-property.gov.uk>

**Occupational Pensions Regulatory Authority**

The Occupational Pensions Regulatory Authority (“OPRA”) has a regulatory role with respect to pension schemes. The OPRA website contains useful information regarding pensions including employer’s responsibilities in relation to stakeholder pensions.

Address:  
Opra  
Invicta House  
Trafalgar Place  
Brighton  
BN1 4DW

Telephone: 01273 627600  
Website: <http://www.opra.gov.uk>