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Privacy Notice

Infinergy and its Subsidiaries (The Company) is committed to lawful and consensual processing of personal data.

The Company will only use Personal Data when it is necessary to do so, and is committed to protecting individual privacy through safe processing and handling of personal data. The Company may disclose Personal Information to legitimate sources in order to meet legal obligations, regulations or valid governmental requests.

There are occasions where personal data is processed by third parties exclusively to process work on the Company's behalf. The Company requires these parties to agree to process this information based on our instructions and requirements consistent with this Privacy Notice and GDPR.

The Company will process personal data for the duration of any contract and will continue to store essential personal data for five years after the contract has expired, to meet any legal obligations. After five years any personal data not needed will be deleted permanently and irretrievably.

Further details pertaining to the use of personal data is available in the Company's Data Protection Policy, available on request.

The Company's Data Controller is the office manager, and can be contacted via email on enquiries@infinergy.co.uk

Personal data the Company collects includes:

- Personal contact details, such as title, full name, contact details and history of contact details
- Date of birth, age or gender
- Records of how and when you contact us, including IP addresses and location data
- Payment information such as bank details
- Employees only: Details of family members and Nationality

Personal data will be held by the Company for the following reasons:

- To administer the health and safety of its employees and sub-contractors;
- To manage the training and competence of its workforce;
- To engage with customers
- To maintain necessary details for project consultations;
- To engage with suppliers and understand their capabilities (including contract management);
- To make and receive payments;
- To fulfill relevant industry requirements to keep necessary details for specified amounts of time;

The legal grounds for processing your personal data are:

- for Contractual obligations (where we need information in order to contact you or verify your identity);

- where we have a Legitimate Interest to do so (as an employer or supplier, to keep records of communications, following guidance of regulatory or government bodies);
- where we need to comply with the law.

At any point whilst the Company is in possession of or processing your personal data, all data subjects have the following rights:

- **Right to be informed** – you will be informed about what data is collected, how it is used, how long it will be kept for, and who (if anyone) it will be shared with.
- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply you have a right to restrict the processing.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling** – you also have the right not to be subject to the legal effects of automated processing or profiling.

The Company can, at your request, confirm what information it holds about you and how it is processed. You can also request the following:

- Identity and business contact details for the Data Controller.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of the Company or a third party such as one of its clients, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored for.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (Data Protection Regulator).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it was not collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

Request for Personal Data held on files must be made with proof of identification (a copy of your national ID card, driving license, passport, birth certificate plus a utility bill not older than three months) in order to obtain access. A minimum of one piece of photographic ID listed above and a supporting document is required. If the Company is dissatisfied with the quality of the identification document, further information may be sought before personal data can be released.

Should a person wish to make a complaint about how personal data is being processed by the Company or its partners, you have the right to complain to the Company's Management, via the contact email provided. If a response is not received within 30 days, a complaint can be submitted to the Data Protection Regulator.