



# **General Data Protection Regulation Policy**

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# 1 GENERAL PROVISIONS

The following outlines the General Data Protection Regulation (GDPR) Policy for INFRACO:

At INFRACO we are committed to maintaining the trust and confidence of our staff. In particular, we want you to know that INFRACO does not sell, rent, or trade email lists with other companies and/or businesses for marketing purposes.

- All data collected and/or stored by INFRACO is done so for the sole purposes of INFRACO business and an individual's relationship with INFRACO. This will include, but is not limited to, communication, new policies, work availability and CPD. Personal data will not be shared with a third party without prior written consent.
- No member of staff will share any personal data with a third party without the prior consent of the individual. This includes, but is not limited to name, address, email address and phone details.
- All INFRACO staff will sign a consent form for their business email address, phone number and associated business contact details to be circulated for the sole purposes of INFRACO business.
- On joining all staff must be told that INFRACO will not under any circumstances use their data for any other purpose than for processing and marketing of the Society and membership deliverables. The data will not be circulated to third parties unless members they give their prior written consent. This is made clear at the beginning of employment.
- The title and responsibilities of Data Protection officer (DPO) have been designated to the Compliance Manager.

## 2 DATA RIGHTS

- Staff are entitled to view, amend, or delete the personal information that we hold. Email your request to the DPO, at [dpo@INFRACO.co.uk](mailto:dpo@INFRACO.co.uk).
- The data held by INFRACO can only be as accurate as the information supplied. It is the responsibility of the individual to ensure their data is accurate.
- Once an individual's relationship with INFRACO Consulting has become inactive their personal data will be retained electronically and deleted as per the retention schedule defined in 'IMS-POL-03-v2 - ISMS Records & Retention Policy'.
- An individual may at any time request the removal of their personal data by contacting <mailto:dpo@INFRACO.co.uk>. It should be noted that the removal of all personal data (including email contact details) will result in INFRACO no longer being able to offer any further employment to said individual.
- An individual may at any time raise a concern by contacting [dpo@INFRACO.co.uk](mailto:dpo@INFRACO.co.uk).
- For further details on your rights visit <https://ico.org.uk/for-the-public/>.

This policy will be reviewed annually by the Business Manager and Managing Partner.