

ITPenergised Data Protection and GDPR Policy

At ITPE we are passionate about Net Zero. We are a team of industry leading trusted technical advisors who aim to meet and exceed our clients' aspirations, targeting growth markets and clients.

As part of our business administration, we manage data regarding our staff, contractors, clients, and co-professionals. To this end, we have established this Data Protection and GDPR (General Data Protection Regulation) Policy to assist us in maintaining compliance.

Compliance with this Data Protection and GDPR Policy is mandatory for all employees of ITPenergised and regards all data management requirements of ITPE. Our GDPR review process evaluates the Company's processes and regulatory requirements on an ongoing basis.

In managing our data protection and GDPR concerns, we are committed to:

- Processing data fairly and lawfully;
- Holding data for specific purposes relevant to the needs of the business and the welfare of persons only;
- Not disclosing data for a need not compatible with the purpose for which it is held.
- Ensuring that, within reason, data is accurate and up to date;
- Ensuring that data is only held for specified periods where required / applicable;
- Informing staff and contractors if personal data is held on them;
- Ensuring that all ITPE system users are aware that all data held on the ITPE's computers and server is the property of the ITPE and must be returned or deleted, on request;
- Providing access to data for a specific individual or organisation, and, where appropriate, working with said persons or organisations to have the data corrected or erased;
- Operating and continually improving our GDPR related data management systems with a view to enhancing performance and security throughout our operations and for elements within our control on an ongoing basis;
- Ensuring that, where paper files are held, adequate security is in place;
- Securing electronic data held on password protected IT systems;
- Ensuring that all passwords and access to the ITPE computer network is cancelled for all previous staff and contractors;
- Ensuring that staff and contractors are aware that they are strictly forbidden to make contact with or communicate with any member of the press or media or anyone so connected on behalf of ITPenergised unless they have obtained the prior written permission of the Managing Director;
- Reviewing this policy annually to ensure it remains current and in line with planned future activities; and
- Ensuring the competence of our employees through the provision of adequate information, and effective instruction, training and supervision. Detailed guidance on data protection, management, and information held is supplied to all staff via the ITPE Staff Handbook.

We are committed to providing adequate organisation, arrangements, and financial and physical resources to facilitate the successful delivery of this Data protection and GDPR Policy. To this end, we have appointed a Board Director with the responsibility for the management of GDPR concerns.

Signed:



Jonny Clark
Managing Director

Date: February 2021