

1.0 Data handling policy

1. Introduction

This Data Handling Policy outlines the principles and guidelines for the collection, processing, storage, and disposal of data within Action Renewables. The policy is designed to ensure the confidentiality, integrity, and availability of data while adhering to applicable data protection laws and regulations.

2. Scope

This policy applies to all employees, contractors, and third parties who have access to Action Renewables' data, regardless of the medium on which that data is stored.

3. Data Collection and Processing

3.1. Data Collection:

Data shall only be collected for specified, explicit, and legitimate purposes.

Data collected shall be limited to what is necessary for the intended purpose.

3.2. Data Processing:

Data processing shall be transparent, and individuals shall be informed about the processing activities.

Accuracy of data shall be maintained, and reasonable steps shall be taken to ensure that inaccurate data is rectified or erased.

4. Data Storage and Security

4.1. Data Storage:

Data shall be stored securely, with access restricted to authorised personnel only.

4.2. Data Security:

Action Renewables has implemented and keeps under regular review, technical and organisational measures to protect data from unauthorised access, disclosure, alteration, and destruction.

Action Renewables regularly assesses and updates security measures to address emerging threats.

5. Data Retention and Disposal

Data shall be retained only for the duration necessary for the purposes for which it was collected.

A data retention schedule will be established and adhered to, in order to only hold personal data for as long as necessary.

Action Renewables will securely dispose of data that is no longer needed, following appropriate procedures.

6. Data Sharing and Transfer

Data shall not be shared or transferred to third parties without appropriate safeguards.

Cross-border data transfers shall comply with applicable laws and regulations.

7. Employee Training and Awareness

Conduct regular training sessions to educate employees on data handling policies and procedures and will foster a culture of data protection and privacy awareness within the organisation.

8. Compliance and Reporting

Action Renewables will conduct a regular audit and monitor data handling practices to ensure compliance with this policy. Staff are trained to report and address any breaches or incidents promptly and transparently.

9. Review and Revision

Regularly review and, if necessary, update this policy to reflect changes in laws, regulations, or organisational practices.

10. Conclusion

This Data Handling Policy is an integral part of Action Renewables' commitment to safeguarding the privacy and security of data. All personnel are expected to adhere to the principles outlined in this policy.