

		<b>COMPANY DATA PROTECTION POLICY</b>		Ref	ICX-HSP-05
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## 1.5 DATA PROTECTION POLICY STATEMENT

InfraConnex Ltd collects and processes personal data relating to its employees to manage the employment relationship. The company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

InfraConnex Ltd is a registered organisation with the Information Commissioners Office (ICO).

InfraConnex Ltd needs to process data to enter a contract with you and to meet its obligations under your contract. The Company also needs to process data to ensure it is complying with its legal obligations, e.g., to check your right to work in the U.K. and to comply with its health and safety obligations.

InfraConnex Ltd collects and processes a range of information about you. This includes, your name and contact details, details of your skills and employment history, details of your bank account and national insurance number, information about your next of kin and emergency contacts, information about your nationality and right to work in the U.K., information about any criminal records, details of your attendance at work, details of periods of leave, details of disciplinary or grievance procedures, performance assessments, information about medical or health conditions.

InfraConnex Ltd collects this information in a variety of ways, for example from your application form or c.v., from identity documents such as your passport or driving license, from forms completed by you during your contract. In some cases the Company collects personal data about you from third parties, such as references supplied by former employers.

InfraConnex Ltd only shares your information with third parties that process data on its behalf, in connection with payroll to support the company in meeting its obligations. Where the Company engages third parties to process personal data on its behalf, they are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

InfraConnex Ltd will not transfer your data to countries outside the European Economic Area.

InfraConnex Ltd takes the security of your data seriously and has policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by its employees in the performance of their duties.

The Employee further acknowledges and agrees that the Employer may, in the course of its duties as an employer, be required to disclose personal data relating to him/her, after the end of his/her employment. This does not affect the Employee's rights under the General Data Protection Regulations 2018.

**Signed:** **Michael Channing-Phillips**  
**On behalf of InfraConnex Ltd**

**Date:** **01.04.2025**