

Data Protection Policy

Introduction

TownRock Energy (“TRE”) is committed to compliance with all relevant legislation in respect of personal data, and to protecting the rights and privacy of individuals whose information TRE collects in accordance with data protection legislation.

Data protection is the responsibility of the Board, which has registered TRE with the Information Commissioners Office (“ICO”) and has appointed a Data Protection Officer (“DPO”) to make sure that TRE is and remains compliant. This policy has been approved by the Board and it will be reviewed on a regular basis.

The DPO is responsible for ensuring that this policy is observed with regard to the respective procedures and records of those activities or functions. Directors and staff should consult with the DPO if they believe that the policy is not being followed and whenever a record or process involving the processing of personal data is newly introduced, amended or discontinued. All Directors and staff are responsible for ensuring that this policy is observed. If anyone considers that the policy has not been followed, they should raise this matter with the DPO.

Signed:

Version, Issue Date:

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Name, position:

David Townsend, MD

Review Date:

15 September 2023

The Data Protection Laws

1. The relevant legislation includes the Data Protection Act 2018 (which replaces the Data Protection Act 1998) ("DPA") and the Privacy and Electronic Communications Regulations 2003 ("PECR"). Together, these are referred to in this document as the "Data Protection Laws". The Data Protection Laws establish a framework of rights and duties which are designed to safeguard personal data. The Data Protection Laws places legal obligations on organisations which handle personal data about individuals.
2. The Data Protection Laws apply to all electronic records (including CCTV images) and paper-based records.
3. The Privacy and Electronic Communications Regulations 2003 (PECR) give people specific privacy rights in relation to electronic communications (this refers to telephone, email, Online Chat, fax and instant messaging). It includes specific rules on 'marketing' calls, emails and texts. In this context 'marketing' includes promotional information on campaigning and fundraising activities of charities and cookies (and similar technologies).

Definitions used by TRE

(drawn from the Data Protection Laws where applicable)

Data Controller	Any person or organisation that makes decisions with regard to particular personal data including decisions regarding the purposes for, and the way in which, personal data is processed. TRE is the data controller (not to be confused with the Data Protection Officer, to whom TRE delegates some of its data controller responsibilities).
Data Subject	Any living individual who can be identified by personal information held by an organisation.
Personal Data	Data relating to a living individual that can be identified from that data such as name, telephone number, email address and even an IP address. It also includes: <ul style="list-style-type: none">• information that enables you to "recognise" an individual such as accents, key phrases or situations;• data that is likely to come into the possession of TRE that can be combined with other information we hold to identify an individual; and• any expression of opinion about the individual or any indication of decisions made by TRE in respect of the individual.
Sensitive Personal Data	The Data Protection Laws also classify certain types of personal data as "sensitive". The presumption is that, because information about these matters could be used in a

discriminatory way, and is likely to be of a private nature, it needs to be treated with greater care than other personal data. Sensitive personal data is defined as personal data consisting of information about an individual's:

- racial or ethnic origins;
- political opinions;
- religious beliefs or other beliefs of a similar nature;
- Trade Union membership;
- physical or mental health or condition;
- sexual life;
- the commission or alleged commission of any offence, or any proceedings for any offence, committed or alleged to have been committed.

The presumption is that, because information about these matters could be used in a discriminatory way, and is likely to be of a private nature, it needs to be treated with greater care than other personal data.

Data Processing

Processing, in relation to personal data, means obtaining, recording, storing, accessing or sharing the data or carrying out any operation or set of operations on the data.

Staff

Directors, employees and associates of TRE

4. TRE processes personal data relating to staff. It will not routinely process any sensitive personal data of staff, but this could conceivably occur from time to time (e.g. in relation to any staff health issues that arise). Its procedures are designed to comply with the data protection principles set out in the Data Protection Laws, i.e. that personal data must be:
 - a. Processed fairly and lawfully
 - b. Obtained for one or more specified and lawful purposes
 - c. Adequate, relevant and not excessive
 - d. Accurate and up-to-date
 - e. Not kept for longer than is necessary
 - f. Processed in accordance with the rights of data subjects
 - g. Kept securely
 - h. Not transferred out of the European Economic Area without adequate protection
5. TRE has audited its operations to ensure they are compliant with data protection legislation. Where staff have concern that the principles are not being complied with, this should be raised with the Data Protection Officer.

Registration with the Information Commissioner's Office

The DPO has completed the ICO's Registration Self Assessment. The only category under which TRE's current business activities would clearly justify registering with the ICO is as regards its recruitment process. There is not a requirement for it to appoint a DPO. Nonetheless, TRE has decided to register with the ICO and to appoint a DPO as it considers this to be best practice. TRE holds a Tier 1 registration.

TRE is responsible itself for processing personal information (rather than on behalf of others) and is therefore a data controller rather than a data processor.

Processing Personal Data

TRE does not operate any CCTV systems. However, it does process personal information. TRE processes personal data for the following purposes:

- It stores staff information in connection with contracts of employment and payroll administration
- From time to time it stores and processes personal information in connection with staff recruitment.
- It stores and process personal of clients and subcontractors (e.g. names, addresses and bank information for accountancy purposes).

It is also possible that the range of services that TRE provide could expand in future such that additional categories of data are held.

TRE does not store or process sensitive personal information.

All of the information stored and processed by TRE is done with the knowledge and consent of the person involved (e.g. name and details of staff members provided for contract of employment and for payroll, name and details of subcontractors provided for contract and invoice payments).

Processing Staff Data

TRE processes personal data about employees and directors for the following purposes:

- to manage recruitment and selection;
- to maintain employment records including sickness records, pension and insurance schemes, performance appraisals, staff expenses; salary details and information relating to grievance and disciplinaries;
- to maintain training and development records;
- to record personal contact details and next of kin information to be used in the case of emergencies; and
- Social media and marketing purposes to promote the company.

In developing its HR policies the branch takes account of the Employment Practices Code for Employers to ensure they are compliant with data protection legislation.

The need to use staff information in these ways is a 'legitimate interest' of TRE and is the lawful basis upon which TRE handles personal data for these purposes.

Privacy Statements

In general, TRE only collects personal data from staff and clients / subcontractors. The main exception to this is in relation to enquiries that potential clients or members of the public may make using the "Contact Us" form on the TRE website, or through direct telephone or email enquiries.

TRE ensures that all documentation used to collect personal data with regard to staff and clients / subcontractors meets the "fair collection" requirements of the Data Protection Laws.

A privacy statement has been prepared for the purpose of uploading this to the TRE website. This statement also explains our use of "cookies". It is planned to upload that statement to the website as part of the process of updating and improving the website.

Data Sharing

TRE does not routinely share personal information with other organisations. Exceptions to this could occur, e.g. where a client or member of the public requests a recommendation for a service that TRE does not provide but we are aware of a subcontractor or associate who could provide the service. In such a case, we would obtain the permission of the Data Subject for the data to be shared.

Data Retention

TRE does not hold a formal data retention schedule identifying retention periods for the different categories of personal data it holds: the main category is staff data, and here the obvious rule is to retain data as long as employment, or a contractual / business relationship exists, and to delete such data as soon as such relationship ceases. TRE does take into account applicable professional rules, regulatory requirements and relevant industry practices.

Personal data that is no longer required will be disposed of in a secure manner. Information that does not need to be accessed regularly, but which still needs to be retained, is archived or placed offline.

Rights of Data Subjects

TRE ensures that data subjects are informed of their data rights and the options available to them for exercising these rights in privacy information provided through the privacy statement that will be posted on the branch website; staff are also informed through branch policies which are included in the staff handbook.

TRE does not have a separate policy for handling subject data access requests, as the personal data it collects and processes is very limited and for simple purposes. However, the procedure that the TRE DPO would follow when in receipt of a subject data access request would be:

- Data subjects may be asked for further details to enable TRE to respond to their request
- They may be asked to provide proof of identity before TRE respond to their request
- The response will be sent to the data subject by registered mail to a postal address within 40 days of receipt of the subject access.

TRE will respond to data subject requests which are clearly directed to, and relate to, information processed by TRE.

Data Security

TRE takes data security seriously: staff are regularly made aware of the importance of keeping personal data secure.

One of the largest risks relating to data protection relates to the amount of personal data which is kept on volunteer laptops and computers and other electronic media. Staff are made aware of the importance of keeping personal data secure during the induction process. Company data, including personal data, is primarily stored in the cloud, using services that are password protected. Where such data is synchronized to a staff PC, that PC should be password protected.

Guidance on how to recognise and report data security incidents is provided to staff. The process for investigating, reporting and responding to data security incidents is the responsibility of the DPO.

Where a data security incident meets the definition of a “personal data breach” under the Data Protection Laws, the DPO will make the Board aware of this, and will make an assessment as to whether there are sufficient mitigating measures in place to protect the rights of the affected data subjects. If the affected data subjects’ rights may be affected by the breach, then the Information Commissioner’s Office will be notified and the affected data subjects will be informed.

Training and Education

TRE is responsible for ensuring that staff are trained in and understand the basic principles of data protection. Where staff are uncertain about any aspect of TRE’s data protection obligations, they must ask for clarification from the DPO.

For and on behalf of TownRock Energy Ltd

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