

Infraco Consulting Privacy Policy

1st November 2021

Our contact details

Infraco Consulting's Registered Office is located at:

Address: 4B Christchurch House, Beaufort Court, Medway City Estate,
Rochester, Kent ME2 4FX

Phone Number: 07940 263 884

E-mail: info@infraco-consulting.co.uk

Website: www.infraco-consulting.co.uk

The type of personal information we collect

Personal information can be any information relating to a living persona who can be directly or indirectly identified by reference to an identifier. A personal identifier includes your name, location, online identifier and identification numbers.

We currently collect and process the following information:

- Personal information (such as name, employee number, national insurance number and address)
- Characteristics (such as nationality, country of birth and age)
- Contract information (such as start dates, hours worked, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications
- Attendance information (such as number of absences and absence reasons)
- Relevant medical and dietary information
- Financial information
- Photographs
- Disciplinary records

How we get the personal information and why we have it

Infraco Consulting use personal data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- enabling ethnicity and disability monitoring

We may share this information with:

- Financial organisations
- NHS and healthcare professionals
- Law enforcement organisations and courts
- Current, past or prospective employers
- Voluntary and charitable organisations
- Business associates and other professional advisers
- Suppliers and service providers
- Security organisations
- Press and media

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- We have a contractual obligation.
- We have a legal obligation.
- We have a vital interest.
- We have a legitimate interest.

How we store your personal information

Your information is securely stored and access to your personal data is limited only to those who need to access it, and those individuals are required to maintain confidentiality of such information.

We keep personal data for no longer than necessary for the purposes for which it is processed unless we are required to do so by law. Where appropriate, we may retain personal data for the establishment, exercise or defence of legal claims.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at **DPO@infraco-consulting.co.uk** if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at DPO@infraco-consulting.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>