



## Privacy Policy

N/A

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IES-QUA-POL-002

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Rev.A


# Privacy Policy

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## 1 Purpose

IES is committed to protecting the privacy of its employees, clients, contractors, and other stakeholders. This policy explains how personal data is collected, used, stored, and protected in compliance with the General Data Protection Regulation (GDPR) (EU 2016/679).

### 1.1 Scope

This policy applies to all personal data processed by IES in the course of its consultancy and inspection services, including information relating to employees, clients, contractors, and suppliers.

## 2 Principles

IES ensures that personal data is:

- Processed lawfully, fairly, and transparently.
- Collected only for specified, explicit, and legitimate purposes.
- Adequate, relevant, and limited to what is necessary.
- Accurate and kept up to date.
- Retained only as long as necessary.
- Protected with appropriate security measures.

## 3 Data Subject Rights

Individuals have the right to:

- Access their data.
- Request rectification or erasure.
- Restrict processing.
- Data portability.
- Object to processing.
- Lodge a complaint with a supervisory authority.

## 4 Legal Basis for Processing

IES processes personal data only when one of the following applies:

- Consent has been given.
- Processing is necessary for a contract.
- Processing is required by law.
- Processing is necessary to protect vital interests.
- Processing is in the legitimate interests of IES and not overridden by the rights of the individual.

## 5 Responsibilities

- The Managing Director ensures compliance with GDPR and this policy.
- All staff are trained to handle data appropriately.
- Subcontractors must comply with equivalent privacy standards.

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## 6 Retention and Disposal

Personal data is kept only for as long as required to fulfil contractual and legal obligations. Secure deletion and disposal methods are used.

### 6.1 Privacy Procedure

#### Step 1 – Data Collection

Collect only necessary personal data (e.g., contact details, CVs for consultants, client contract details). Inform individuals through a Privacy Notice.

#### Step 2 – Data Use

Use data only for its intended purpose (e.g., HR management, client contracts, invoicing). Restrict access to authorized personnel.

#### Step 3 – Data Storage

Store electronically on secure, password-protected systems (e.g., SharePoint, company cloud). Physical records (if any) are stored in locked cabinets.

#### Step 4 – Data Sharing

Share only when necessary (e.g., client reporting, regulatory authorities). Ensure Data Processing Agreements are in place with third parties.

#### Step 5 – Data Retention

Retain data according to legal and contractual obligations. Periodically review records for deletion.

#### Step 6 – Data Breach Management

Immediately report any suspected breach to the Managing Director. Assess severity and, if required, notify the supervisory authority within 72 hours. Inform affected individuals if there is a high risk to their rights.

#### Step 7 – Data Subject Requests

Requests must be logged and answered within 30 days. Identity of the requester must be verified before action.