



Policies & Statements

Data Protection & Privacy Policy Summary

Version 1.3 June 2022

Policy Reference: POL-FNCE-005

Octavius Infrastructure

+44 (0)1737 944830
hello@octaviusinfrastructure.co.uk
octaviusinfrastructure.co.uk

Data Protection & Privacy Policy Summary

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Protecting Individuals by Respecting Privacy Rights

In common with most large organisations, Octavius Infrastructure Ltd takes very seriously its obligation to create a legally compliant working environment that safeguards the legitimate interests of our people, business partners and customers. Our policies on Health & Safety, anti-Discrimination and anti-Harassment are examples of this.

Another example is our policy on Data Protection and Privacy. The day-to-day running of our business requires us to collect, use and store personal information. At the same time, we recognize the potential for harm in the event that such personal information is misused or falls into the wrong hands. Accordingly, we are committed to ensuring that where we collect, use and store personal information, we do so responsibly and in full compliance with the relevant legal requirements (known as the Data Protection legislation).

From 25 May 2018, the Data Protection legislation was updated by the introduction of a new set of rules known as the General Data Protection Regulation (or "GDPR"). The Octavius Infrastructure Data Protection and Privacy Policy incorporates the requirements of GDPR. The policy is designed to ensure that where we (or any third parties on our behalf) collect, use and store personal information, such information:

- is **obtained** fairly, lawfully and in a transparent manner;
- is **accurate** and **relevant**;
- is **used** for specified, explicit and legitimate purposes;
- is **stored** securely;
- is **kept** for no longer than is necessary for the purposes for which it was obtained.

Our policy also includes various rights that individual's enjoy in connection with personal information relating to them. These include:

- the right to obtain **confirmation** as to whether or not personal information concerning that individual is being collected, used and stored
- the right to **access** such information
- the right to **correct** such information

- the right to request the **deletion** of such information

Please refer to the detailed Data Protection and Privacy Policy for full information on our approach to the management of personal data, on your rights, and on the related procedures; including what to do if you become aware or suspect that there has been a breach of the Data Protection legislation or of our policy.

If you have any questions or concerns regarding this policy, please contact the Chief Financial Officer using the contact details below.

DocuSigned by:

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Phil Moses

Chief Financial Officer

Phil.Moses@octaviusinfrastructure.co.uk

(Note: this version has the same content as the previous GOL Policy under the same name version 1.0. This version contains minor names changes for the Business and other minor changes to reflect the standalone nature of Octavius).