

SYNNOGY PRIVACY POLICY

Synnogy is an energy consultancy business which primarily works with corporate clients. The Company must process personal data so that it can provide its various services – in doing so, the Company acts as a data controller. Synnogy also processes data on behalf of the UK Hydrogen and Fuel Cell Association Ltd (UK HFCA), as part of its role in delivering management services for that organization. In this role it functions as a data processor. Please see below and the Privacy Policy for the UK HFCA.

Synnogy has produced this Privacy Policy to outline how and why we collect personal information, what information is held, and how it is used, stored and disposed of. The policy is available on request.

The Privacy Policy applies to personal data that is held by Synnogy and is underpinned by the following principles:

- Privacy is very important to us and we handle information accordingly.
- We will only process your information where we have legitimate business reasons to do so.
- We take appropriate physical and technological security measures to protect information regardless of where it's held.
- We train our staff on their privacy obligations.
- We do not transfer information outside the European Economic Area.
- We do not share information with other organisations without permission except where necessary, e.g. for legal reasons.

Data held

Synnogy holds the following information:

Type of data	Source of data	Data held	Purpose	Handling	Duration held
New Energy Forum prospects	Internet search (e.g. articles, linked-in), meeting, introduction via colleague / recommendation	- Name - Job title - Company - Email address - Phone number	To contact and engage directly with organisations which might benefit from participation in	Excel Spreadsheet. Data is shared between staff to avoid duplication	As necessary to avoid duplication of engagement or effort, unless

		<ul style="list-style-type: none"> - Notes of interaction - Additional comments 	the New Energy Forum. To maintain records of previous engagements to avoid duplication / confusion	of effort or engagement. No external sharing of spreadsheets	otherwise requested. No mass mail-outs.
New Energy Forum members	External organisation	<ul style="list-style-type: none"> - Name - Job title - Company - Email address - Phone number 	To deliver partner benefits: <ul style="list-style-type: none"> - tailoring of Roundtables - Participation in Roundtables - Access to reports and Forum outputs 	Excel Spreadsheet. Data is shared between staff to avoid duplication of effort or engagement. No external sharing of spreadsheets	For duration of membership (typically on yearly cycle), plus up to 2 years to allow follow-on and re-engagement, unless requested.
Synnogy Roundtable attendees	Internet search (e.g. articles, linked-in), meeting, introduction via colleague / recommendation	<ul style="list-style-type: none"> - Name - Job title - Company - Email address - Phone number - Notes of interaction - Additional comments 	To facilitate collaboration between Forum partners and other attendees at Forum Roundtables.	Excel spreadsheet or word document for internal record keeping. Word document as part of Roundtable report made available to Forum partners made available via password protected	Life of New Energy Forum as part of deliverables. All Roundtable non-partner invitees are offered an opt-out option as part of the Roundtable invitation.

				area of Synnogy website.	
Synnogy consulting prospects	Internet search (e.g. articles, linked-in), meeting, introduction via colleague / recommendation	<ul style="list-style-type: none"> - Name - Job title - Company - Email address - Phone number - Notes of interaction - Additional comments 	To contact and engage directly with organisations which might benefit from Synnogy consultancy services. To maintain records of previous engagements to avoid duplication / confusion	Excel spreadsheet or word document for internal record keeping.	

The lawful basis Synnogy uses for this processing is "Legitimate Interest". This is covered in the GDPR. Where Synnogy has relied on a legitimate interest to process personal data, our legitimate interests is / are as follows:

- To share and explore the opportunity for prospective partners to get involved
- To manage and keep up to date details of prospective partners so that they can be handled efficiently across Synnogy and over time.
- To deliver partner benefits to New Energy Forum participants, including facilitating collaboration with others attending new Energy Forum Roundtables on an ad hoc basis
- To explore how we might support the work of other third parties through our expertise and experience.
- Managing our database and keeping work-seeker records up to date.

Data Protection Officer, security and GDPR awareness

Our Data Protection Officer is Celia Greaves. This Privacy Policy is shared internally to ensure awareness of GDPR. All computers have anti-virus and other protections, as well as password access.

As mentioned above, Synnogy performs a data processing role for the UK HFCA, for which it provides management services. Celia Greaves is an Executive Officer for the UK HFCA.

Access to personal information

All email communications include option to request access to, update of, deletion of, cessation of processing of and / or delivery to them of personal information, and to view Privacy Policy. Requests for updates are handled directly.