DIGITAL**POWER UK LTD**

Environmental Policy

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1. Introduction

This privacy notice provides information on how Digital Power collects and processes your personal data when you visit our website [to sign up for a newsletter, purchase a product or service].

It is important that you read this privacy notice together with our website privacy policy which contains more detailed information about our data processing and can be accessed here.

2. Policy

At our company, we are committed to reducing our environmental impact and promoting sustainability. We recognise that our operations have an impact on the environment, and we strive to minimize that impact by:

- Conserving energy, water, and other natural resources wherever possible
- Reducing waste by practicing the 3Rs (reduce, reuse, recycle)
- Complying with all applicable environmental laws and regulations
- Continually improving our environmental performance through setting and achieving environmental objectives and targets
- Encouraging our employees, suppliers, and customers to join us in our commitment to sustainability.

As a company we believe that by being responsible stewards of the environment, we can contribute to a healthier planet and a better future for generations to come.

Important information and who we are

Digital Power UK Ltd are the controller and responsible for your personal data.

Contact details

Our full details are:

Full name of legal entity: Digital Power UK Ltd

Name or title of: Phil Roberts

Email address: Phil.Roberts@dgtlpoer.com

Postal address: Connaught House, 1-3 Mount Street, London, England, W1K 3NB

1.   **The data we collect about you**

We may collect, use, store and transfer different kinds of personal data about you as follows:

- Identity Data.

- Contact Data.

- Financial Data.

- Transaction Data.

- Technical Data.

- Profile Data.

- Usage Data.

- Marketing and Communications Data.

2.   **How we use your personal data**

We will only use your personal data for the purpose for which we collected it which include the following:

- To register you as a new customer.

- To process and deliver your order.

- To manage your relationship with us.

- To enable you to participate in a prize draw, competition or complete a survey.

- To improve our website, products/services, marketing or customer relationships.

- To recommend products or services which may be of interest to you.

3.   **How we share your personal data**

We may share your personal data [within the group / with external third parties]. More detail can be found here:

4.   **International transfers**

We may transfer, store and process your personal data outside the UK. More detail can be found here:

5.   **Your legal rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you and the right to make a complaint at any time to the Information Commissioner's Office, the UK regulator for data protection issues (www.ico.org.uk).

If you are looking for more information on how we process your personal data including on data security, data retention and lawful processing bases, please access our website privacy policy.

3. How will we do this?

A script is a program code used to make our website function properly and interactively. This code is executed on our server or on your device.

3.1 Conserving energy, water and other natural resources
As a company we can conserve energy, water, and other natural resources in our virtual and physical offices:

Virtual Office:

- Encourage telecommuting to reduce the number of employees who need to come to the physical office.
- Use virtual meeting software to conduct meetings, instead of in-person meetings that require travel.
- Use cloud-based file sharing systems to reduce the need for printing and paper usage.
- Encourage employees to use energy-efficient devices, such as laptops instead of desktop computers, and to turn off devices when not in use.
- Encourage employees to use natural light instead of artificial lighting, by opening blinds or working near windows.

Physical Office:

- Install energy-efficient lighting and HVAC systems to reduce energy consumption.
- Use motion sensors to automatically turn off lights and other devices when they are not in use.
- Install low-flow toilets and faucets to reduce water usage.
- Encourage employees to bring their own reusable cups, plates, and utensils, instead of using disposable items.
- Install recycling bins throughout the office to encourage proper waste disposal and recycling.

3.2 Reducing waste
As a company we can reduce waste in our virtual and physical offices by doing the following:

Virtual Office:

- Use cloud-based file sharing and storage systems to reduce the need for paper and physical storage space.
- Encourage employees to use digital documents and emails instead of printing hard copies.

- Utilize digital tools for signing documents and contracts to avoid printing and mailing paper copies.
- Encourage employees to reuse electronic devices like laptops and phones rather than constantly upgrading to new ones.

Physical Office:

- Use double-sided printing and copying to reduce paper usage.
- Provide recycling bins throughout the office for paper, plastic, glass, and other recyclable materials.
- Encourage employees to use reusable water bottles and coffee cups instead of disposable ones.
- Use rechargeable batteries for devices instead of disposable batteries.
- Donate or recycle old electronics and other office equipment instead of sending them to a landfill.

3.3 Legal Compliance
As a company we will be aware of and comply with the following as applicable for our business:

1. The Environmental Protection Act 1990: This act sets out the framework for environmental protection in the UK. It covers a range of environmental issues, including waste management, pollution control, and land use planning.

2. The Water Resources Act 1991: This act sets out regulations for the management and protection of water resources, including rivers, lakes, and groundwater.

3. The Wildlife and Countryside Act 1981: This act provides protection for wildlife and habitats, and regulates activities that may harm them.

4. The Climate Change Act 2008: This act sets legally binding targets for reducing greenhouse gas emissions in the UK.

5. The Control of Substances Hazardous to Health (COSHH) Regulations 2002: These regulations aim to protect workers from exposure to hazardous substances, including chemicals and other pollutants.

6. The Waste Electrical and Electronic Equipment (WEEE) Regulations 2013: These regulations require producers and retailers of electrical and electronic equipment to take responsibility for the disposal and recycling of these products.

7. The Packaging Waste Regulations 2007: These regulations require businesses to recover and recycle a specified percentage of packaging waste.

3.4 Environmental targets and objectives
To continually improve environmental performance through setting and achieving environmental objectives and targets, companies should have the following in place:

Environmental Management System (EMS): The EMS should be based on a cycle of planning, implementation, review, and improvement, and should involve all levels of the organisation.

Environmental Policy: A written environmental policy that outlines its commitment to environmental sustainability and sets out the company's objectives and targets for improving environmental performance.

Environmental Objectives and Targets: To establish specific, measurable, achievable, relevant, and time-bound (SMART) objectives and targets for improving environmental performance. These should be aligned with the company's environmental policy and regularly reviewed and updated.

Environmental Performance Indicators (EPIs): EPIs are used to measure progress towards achieving environmental objectives and targets, the company will identify relevant EPIs and establish a system for tracking and reporting on these indicators.

Training and Awareness: Provide training and awareness programs to ensure that employees are aware of the company's environmental objectives and targets, and understand their roles and responsibilities in achieving them.

Continuous Improvement: Create a culture of continuous improvement, where environmental performance is regularly monitored, evaluated, and improved through feedback, learning, and innovation.

4. Change Control

This Policy document will be formally controlled and used to demonstrate compliance of Environmental Policy, processes and procedures.

Any changes to this policy shall only occur after completing a risk assessment against the changes for Company name, and its effected customers.

Any material changes should be made by adhering to the latest Change Management Policy.

Consequences
Non-compliance with this policy could have a significant effect on the efficient operation of the organisation and may result in financial loss and an inability to provide necessary services to our customers. If any employee is found to have breached this policy, they may be subject to disciplinary procedure. If a criminal offence is considered to have been committed, further action may be taken to assist in the prosecution of the offender(s).