

# DATA PRIVACY POLICY

## VERSION HISTORY

| Date     | Version | Author | Comments                     |
|----------|---------|--------|------------------------------|
| 28/06/18 | A       | CDS    | First Draft                  |
| 02/07/18 | B       | CDS    | Post Review from NRF and DMC |
| 01/08/18 | 1       | CDS    | Issued                       |

## APPROVAL

Document approved by:

01/08/2018

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Nick French  
Managing Director

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## 2 POLICY OVERVIEW

RTC Electronics Ltd (hereinafter also referred to as "RTC") believes privacy is important and we care about how your personal data is used. We value the privacy of our customers and will only collect data as described in this document and in accordance with our obligations and your rights under the law.

This document explains the following:

- How personal data is:
  - Collected
  - Held
  - Processed
- Your rights under the law relating to your personal data.

## 3 ABOUT US

RTC is part of the "Integrated Test Systems" group and is a limited company registered in England and Wales no. 05242429

Registered Address:

Systems House  
Willenhall Lane  
Binley  
Coventry  
West Midlands  
CV3 2AS

Main trading address:

Systems House  
Willenhall Lane  
Binley  
Coventry  
West Midlands  
CV3 2AS



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## 4 PERSONAL DATA AND YOUR RIGHTS

Personal data is defined by the General Data Protection Regulation (EU Regulation (2016/679) (the “GDPR”)

*‘personal data’ means any information relating to an identified or identifiable; natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;*

Personal data is in simpler terms information that can identify an individual. This can be anything from Name to a Login ID. The personal data we use will be set out in Section 5.

This means that individuals have the following rights under GDPR (Which RTC will endeavour to uphold):

- The right to be informed about collection/use of your personal data. This Privacy Notice should tell you everything you need to know or contact us see Section 11
- The right to have access to your personal data. See Section 10.
- The right to have your personal data changed/rectified if inaccurate or incomplete. Contact details in Section 11.
- The right to have your personal data deleted from our system. Contact details in Section 11.
- The right to restrict or prevent us processing/using your personal data.

RTC does not use any automated systems to profile its customers to sell products or services.

## 5 WHAT PERSONAL DATA MAY BE COLLECTED

Following data may be stored (Dependent on relationship):

- Name
- Company / Business Name
- Company / Business Address
- Company / Business Website
- Job Title
- Contact Details (Email , Phone Numbers)
- Financial information such as bank account details



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## 6 HOW IS PERSONAL DATA USED?

GDPR instructs RTC to always use personal data on a lawful basis. Your personal data may be used for one of the following reasons:

- Purchasing products from you
  - Where your personal data may be required for us to contact you to place an order or a general enquiry. Which may include:
    - Emails
    - Phone calls
- Supplying our products to you
  - Where your personal data may be used to enter into a contracts, gain more information about the contract or to confirm completion of the contract. Which may include:
    - Emails
    - Phone Calls
    - Visits to your site
    - Delivery of products to your site
- Communicating with you in an emergency (breakdown, site hazard, etc.)
  - Where your personal data may be used to establish problems with the equipment or hazards. Which may include:
    - Emails
    - Phone Calls
    - Visits to your site
    - Delivery of products to your site

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

## 7 HOW LONG DOES RTC HOLD PERSONAL DATA?

RTC will hold data for no fixed period but will remove any data that is found to inaccurate, outdated or the individual has opted out.

## 8 WHERE DOES RTC STORE ITS PERSONAL DATA?

RTC will not store any personal data outside of the UK and will ensure that it is held securely.



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## 9 DOES RTC SHARE PERSONAL DATA?

RTC does not pass any data on to 3<sup>rd</sup> party marketing companies although personal data maybe shared within the “Integrated Test Systems” group for marketing purposes.

RTC makes great efforts to not use personal details for deliveries of 3<sup>rd</sup> party products to a customer’s site but on some occasions this is unavoidable when time critical. This may require sharing names, email addresses, job titles, business addresses with a 3<sup>rd</sup> party. If this is the case we will endeavour to transfer that data by secure means.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

## 10 ACCESSING MY PERSONAL DATA

If at any time you wish to know the details of your personal data held by RTC. A “personal data request” must be submitted via email or postal address (See Section 11) .We will respond to your “personal data request” within one month of receiving it and will keep you informed of its progress.

## 11 CONTACTING RTC

To contact us about anything to do with your personal data and data protection, including making a “personal data request”, please use the following details:

Email address: [gdpr@rtcelectronics.co.uk](mailto:gdpr@rtcelectronics.co.uk)

Telephone number: 02476 444 000

Postal address:

RTC Electronics Ltd  
Systems House  
Willenhall Lane  
Binley  
Coventry  
West Midlands  
CV3 2AS



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## 12 CHANGES TO THE PRIVACY POLICY

Privacy policy may change in the following instances:

- Law Changes
- New practices come into place
- Post internal review
- Customer led change

Any changes will be made available via our privacy policy either on our website or by request.