



Traffic Open Products and Specifications

DATA PROTECTION AND GDPR POLICY

1. Introduction

This policy ensures that we:

- Comply with the law and follow good practice
- Protect the rights of all manufacturers registered with TOPAS
- Are open about how we use and store individuals' data
- Guard against the risk of a data breach.

2. Sourcing Contact Data

We collect and use contact details for three purposes:

- So that we can send invoices to the right person and, if an invoice is not paid on time, we can remind that person that payment is overdue. These data are name, job title, organisation, postal address and e-mail address.
- So that we can send material to individuals and companies who might wish to be aware of attend one of our events. These data are name, job title, organisation and e-mail address. Individuals are able to unsubscribe at any time (their data are retained so that further e-mails are avoided).
- Any other purposes so identified as legitimate business uses.

3. Data Security

- None of our databases are made available to any other organisation.
- If you would like a copy of the personal information we hold about you, please contact us (see below). We will not charge for this service.
- We want to make sure that your personal information is accurate and up-to-date. We will correct or remove information which is inaccurate, incomplete or erroneous once notified.
- All our data are held on secure servers and are backed-up off-site weekly.
- We do not use cookies other than as specified in our Privacy Statement.

4. Accountability

4.1. The Administrator is responsible for the review and implementation of this policy and for the allocation of all duties regarding data protection.



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4.2. TOPAS is registered with the ICO under registration reference ZA346283. The Data Protection Officer is the TOPAS Administrator.

4.3. This Policy should be read in conjunction with our Privacy Statement and Terms and Conditions which can be found on our website at www.topasgroup.org.uk

5. Review

This policy will be kept up to date, particularly as new legislation is introduced, and as new equipment is acquired by the Company. To ensure that this is done, the policy and the way in which it is operated will be reviewed annually.

Dated 18/10/18

Ratified by the Board:

Signed (Chair)

On behalf of the TOPAS Board

Review date: November 2019