

TDSi Website Privacy Notice

TDSi collects data from visitors throughout the website experience. This is largely to provide interactive functionality that would otherwise be impossible without collecting the minimum amount of data. Some data is also used to analyse your experience (anonymously) to improve the website experience.

TDSi respects your privacy so we will not sell your data to third parties, allow any access to the data that isn't necessary to honour any other contracts we have in place or store excessive amounts of data we no longer need.

TDSi will comply with the General Data Protection Regulation (GDPR) (EU May 25th 2018).

Definitions

- **Data Subject** – Any living person.
- **Third Party** – Another company who TDSi works with to provide services to the data subject.
- **Personally Identifiable Information** – Data belonging to the data subject that can be used to uniquely identify them.
- **Data Controller** – Any organisation that stores Personally Identifiable Information, E.g. TDSi.
- **Data Processor** – Any organisation that works on (processes) Personally Identifiable Information.

How we obtain your data

TDSi collects data from the data subject during the usage of this website. Some of that data may be Personally Identifiable Information. This may have been entered into web forms or provided to the website by the browser (such as IP address).

TDSi may also obtain Personally Identifiable Information about the data subject from a third party as part of a contract to work with that data.

Use of IP Addresses

An IP address is a number that's automatically assigned to your computer whenever you're surfing the web. Web servers automatically identify your computer by its IP address. On occasions, we collect IP addresses for the purposes of system administration, to analyse aggregate information, and to audit the use of our site.

Use of clear GIFs

A clear GIF (Graphics Interchange Format) or pixel tag (also known as a 'Web beacon') is a line of code placed on some of our web pages and in e-mails which,

in a similar way to our use of cookies above, allow us to analyse the specific usage patterns of visitors.

How we use your data

TDSi primarily uses data from the data subject either to serve a contract between TDSi and the data subject or to provide necessary functionality on this website.

Third Parties which have access to the data collected

TDSi works with several third parties to provide the service the data subject receives. In all cases, there is either an explicit contract in place between TDSi and the third party, Terms & Conditions or another legally binding relationship. The purpose of collecting this information is to monitor the number of visitors to the various pages of the website. This information is only processed in a way which does not identify anyone.

The data will likely be shared with:

- Google Analytics
- Intergage Ltd – website host/provider

Third Party Cookies

TDSi can largely operate without the use of third party cookies. However, in many cases, third party cookies improve the website experience.

Data subjects have the opportunity to reject third party cookies such as social cookies when agreeing to the website cookie policy. However, this will hinder your ability to share content externally.

TDSi will allow Google Analytics to operate on this website in order to provide necessary, anonymous, analytical data. This may result in a small amount of Personally Identifiable Information being collected but this is only used as statistics and not for identification purposes.

Data Security and Storage

TDSi will store data for only as long as is necessary to fulfil the purpose for which it was obtained. Some data may be held for longer if it is either held on other systems that have not been updated, in backup data that has not expired or because of another lawful basis.

TDSi takes security seriously and makes use of technology where feasible to secure data and protect against breaches.

Personal data protection principles

We adhere to the principles relating to the processing of Personal Data set out in the GDPR (as follows) which require Personal Data to be:

- (a) Processed lawfully, fairly and in a transparent manner (Lawfulness, Fairness and Transparency)
- (b) Collected only for specified, explicit and legitimate purposes (Purpose Limitation)
- (c) Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed (Data Minimisation)
- (d) Accurate and where necessary kept up to date (Accuracy)
- (e) Not kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed (Storage Limitation)
- (f) Processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage (Security, Integrity and Confidentiality)
- (g) Not transferred to another country without appropriate safeguards being in place (Transfer Limitation)
- (h) Made available to data subjects and allowing those data subjects to exercise certain rights in relation to their personal data (Data Subject's Rights and Requests).

Data Subject's rights and requests

Data subjects have rights when it comes to how TDSi handles the Personal Data collected online. These include rights to:

- (a) Withdraw consent to processing at any time
- (b) Receive certain information about the Data Controller's Processing activities
- (c) Request access to their personal data that we hold
- (d) Prevent our use of their personal data for direct marketing purposes
- (e) Ask us to erase personal data if it is no longer necessary in relation to the purposes for which it was collected or processed or to rectify inaccurate data or to complete incomplete data
- (f) Restrict processing in specific circumstances
- (g) Challenge processing which has been justified on the basis of our legitimate interests or in the public interest
- (h) Object to decisions based solely on automated processing, including profiling (ADM)

- (i) Prevent processing that is likely to cause damage or distress to the data subject or anyone else
- (j) Be notified of a personal data breach which is likely to result in high risk to their rights and freedoms
- (k) Make a complaint to the supervisory authority
- (l) Receive or ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format.

Updates to our Privacy Notice

The Website Privacy Notice will be reviewed regularly with updates made as and when they are applicable.

Contacting the Data Protection Officer (DPO)

If you have any concerns about how Personally Identifiable Information is used by TDSi please contact our Data Protection Team via email - admin@tdsi.co.uk