

ADAS Privacy Policy



Our Commitment to Privacy

- We are fully committed to maintaining the best possible control of personal and confidential commercial information at all times.
- We implement an information security management system to manage and continually improve information security.

Personal Information

- Personal information is managed in compliance with the UK Data Protection Act 1988 and any other relevant legal requirements.
- We will keep personal information confidential except where disclosure is required by law.
- Personal information will be retained for as long as considered necessary.
- We will not sell, rent or lease email addresses or other personal information to third parties.

Employee Confidentiality Obligations

- It is an obligation of their contract of employment that staff will not at any time during their employment with ADAS (hereafter referred to as the Company), except in the course of their duties, or at any time after the termination of employment, disclose, use, divulge or communicate to any person, firm, company or organisation (other than those of the Company or any RSK Group Company) any secret or confidential information or information constituting a trade secret acquired or discovered while employed by the Company relating to the private affairs or business of the Company or any Group Company, suppliers, clients, management or shareholders.
- Confidential information includes but is not limited to client details and their commercial requirements, fee rates, costings, profit margins, product pricing, other financial information, results of research and development, inventions, intellectual property, suppliers, policies, standards and procedures belonging to the Company or its clients and which come to the attention of staff during employment with the Company.
- Confidentiality obligations for employees are set out in an internal Staff Handbook (not publicly available).
- Employee personal information is managed in accordance with legal requirements.

Commercial Client Information

- Confidentiality is covered in standard client contractual terms and conditions.
- The terms and conditions confirm that each party will treat as confidential all trade secrets and confidential information disclosed to it by the other party and shall not disclose such information to a third party, or use such information for any purposes other than those envisaged by the agreed contract, without the prior written consent of the disclosing party.
- Where correspondence is by Internet, email or other electronic media the Company will take reasonable steps to safeguard the security of information transmitted but will not accept liability for its security and confidentiality beyond these steps.

Suppliers and Sub-Contractors

- The protection of confidential information is covered in standard contractual terms and conditions for the provision of supply or sub-contracted services.

Other Third Parties

- From time to time we may elect to share some confidential information (as defined above) to third parties for the purposes of normal business development. These purposes include (but are not limited to) potential joint-ventures, potential project collaborations, the engagement of professional advisers and/or the sale of all or parts of the RSK Group. In all cases, engagement with such parties will be covered by contracts or non-disclosure agreements with specific clauses relating to privacy that are consistent with this Policy.

Web Site Visitors

- We only collect identifiable information that is specifically and voluntarily provided by a visitor to our web site. Generally this includes name, email address, work address and other similar contact information. Any personal data supplied to ADAS will be used solely for the purpose indicated on the web page requesting the information.
- Visitors are asked to keep us informed (by email or in writing) of any changes in personal data or wishes to have details removed so that we may keep our records up to date at all times.
- We will not sell, rent, trade or otherwise supply to third parties any personal information obtained from web site visitors. We will not disclose any personal information provided unless authorised to do by visitors, or if we are required to do so by law.
- We use cookies on our web site. A cookie is a small piece of data sent from a website and stored in a user's web browser while the user is browsing that website. Visitors not knowing exactly what cookies are, or how to control or delete them, are recommended to visit <http://www.aboutcookies.org> for detailed guidance.
- We use Google Analytics to collect information about visitor behaviour on our website. We also use the "AddThis" toolset to allow users to share some pages on social media. These services store information about what pages are visited, how long visitors are on the site, how visitors arrived on the site and what was clicked on.

This analytics data is collected via a JavaScript tag in the pages of our site and is not tied to personally identifiable information. We therefore do not collect or store personal information (e.g. names or addresses) so this information cannot be used to identify individuals.

Information about Google's position on privacy as regards its analytics service can be found at http://www.google.com/intl/en_uk/analytics/privacyoverview.html. Information regarding the "AddThis" privacy policy can be found at <http://www.addthis.com/privacy/privacy-policy>.

- For visitors choosing to sign up for news email updates we will use cookies to store login details. This is necessary to enable visitors to log in and change mailing preferences.
- Currently we operate an 'implied consent' policy which means that we assume visitors are happy with this usage. If not happy then either this site should not be used, or the cookies should be deleted having visited the site, or the site should be browsed using a browser's anonymous usage setting (called "Incognito" in Chrome, "InPrivate" for Internet Explorer, "Private Browsing" in Firefox and Safari etc.).
- Visitors have the right to be told what personal information we hold on our databases. Details can be obtained by writing to The Data Controller, ADAS Information Technology Centre, Titan 1 Office, Coxwell Avenue, Wolverhampton Science Park, Wolverhampton, WV10 9RT, stating full name, address and the email address that would have been registered. A small administrative charge will be made for fulfilling this request.

Privacy Related Violations and Complaints

- Privacy related violations discovered by the Company will be investigated by a senior manager or Director with appropriate corrective actions taken to resolve the violation and where appropriate, preventive actions taken to minimise the risk of reoccurrence. Complaints from clients and third parties will be managed in accordance with a defined procedure forming part of the Company's ISO 9001 certificated quality management system.

Responsibilities:

We are fully committed to the implementation of this policy, for which I take overall responsibility. We will work with our employees in order to achieve the policy objectives described. The policy is periodically reviewed so that it continues to be effective and relevant to the business.



Ian Strudwick
Managing Director
RSK ADAS Limited

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