

## INTRATEST'S PRIVACY POLICY STATEMENT

At Intratest we take our responsibilities seriously when it comes to processing and storing personal data even though we operate within the Business-to-Business environment.

To us personal data connected to our stakeholder's businesses (*i.e. customers, employees, sub-contractors and suppliers*), and occasionally prospects businesses, such as full name, postal address, telephone number(s), and email address(s) will only be collected and managed in connection with us offering and delivering our services.

Not to do so would be detrimental to our ongoing business relationships and economic success.

### Information Security

We make every effort to ensure information provided is protected and secure. Data submitted will be collated, securely stored, and protected by leading security software used by public and private organisations. These security measures will be continually reviewed and improved as our business develops and grows.

All business based personal data is stored electronically, either on email systems or specific customer contract (*or job*) related folders with a proportion being paper related, and Intratest is committed to develop and enhance processes connected to Information Security presently operating to the guidelines published in the governments Cyber Essentials Scheme.

### Marketing and Consent

Occasionally we may source data for marketing purposes from industry specific websites and publications such as The Institute of Lighting Professional (ILP)'s magazine, The Highway Electrical Association (HEA)'s website, or the Highway Electrical Yearbook, taking the initial approach to consent being one of legitimate interest to build mutually beneficial business relationships.

However, as part of the ongoing marketing activities, we will discuss and where relevant obtain a more formal consent to ongoing communication to ensure compliance to The General Data Protection Regulation (GDPR) that comes into force on 25<sup>th</sup> May 2018.

On no account will personal data be shared with a third party unless deemed critical to Intratest's ongoing success (*e.g. personal data for reference purposes connected to approved supplier status, pre-qualification questionnaires – PQQs, Request for Quotes – RFQs, or Tender Responses*), and only then to contracted suppliers and potential customer organisations, once permission has been granted by those involved.

## Individual Rights

In addition to the business base personal data described above, Intratest is aware of your personal rights as an individual and deals with each area as outlined below: -

### To see your information

Intratest will provide a copy of any personnel data held within 28 days of such a request, which can be made in writing, by phone or by email. Simply state that you are making a Subject Access Request.

### For accurate information

Should any personal information be inaccurate, Intratest will amend or remove such data within 14 days of receiving such a request

### To be forgotten

Intratest will remove all personal data held about you within a fourteen-day period of a request, except that held against specific business records, where doing so may affect Intratest's ability to fulfil ongoing contracts and relationships.

### To restrict processing

If you wish to opt-out or unsubscribe from mailing lists, then either follow the unsubscribe facility at the end of specific communications (*e.g. marketing emails*) or submit a request to Intratest.

### To data portability

Intratest does not provide data to third parties unless prior permission has been granted. (*see above*)

### To object

Please report any objections to your personal data being stored directly to Intratest for actioning.

### Not to be subject to automated decision-making including profiling

Intratest does not presently use any form of automatic data processing.

## Communication

Enquires connected to personnel data can be requested by contacting Martin Wyeth, Managing Director at any time in writing, email or by phone.

## INTRATEST'S WEBSITE PRIVACY STATEMENT

### Privacy Statement

We are committed to protecting user's privacy in this digital world and the following sets out our use of personal data relating to users of this site and any resultant data they provide to Intratest Ltd.

### Personal information collected:

We do not collect any information about you unless you voluntarily submit such information to us, and data is not stored on the website simply emailed through to Intratest's Head Office for response.

### Use of personal information:

Any personal information such as name, postal address, telephone number, and email address given via the website will only be used to provide a requested service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

### IP addresses:

We may use IP addresses to help show statistical information about the areas of our website that are most used by visitors. Such information does not relate to any specific user and helps us determine which areas of our website are of more use to our visitors. This information helps us to continually improve our website and the information provided.

### Cookies:

Cookies are small text files placed on your computer by websites that you visit. They are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

### What cookies are used on this website?

1. Necessary cookies let you interact and use all the features on our website.
2. Performance cookies collect information about how visitors use our website and help us improve the way our website works. The information is completely anonymous. They tell us how people use each page, which pages are most popular, or whether any errors occur.
3. Functionality cookies are used to provide services or to remember settings to improve your visit.
4. Targeting cookies are linked to services provided by third parties, such as 'Like' and 'Share' buttons. The third party provides these services in return for recognising that you have visited our website and may subsequently use this information to target advertising to you on other websites.

### Third party cookies

We do have relationships with third parties (Google) who may also set cookies during your visit to be used for remarketing purposes – in other words to show you various products and services based on what you appear to be interested in. If you'd like to opt out, please go to the [Network](#)

5B Store & Secure House  
Yeomans Way  
Castlepoint  
Bournemouth  
Dorset, BH8 0BL

**M** 07795 903858  
**T** 01202 530166  
**E** sales@intratest.co.uk

[www.intratest.co.uk](http://www.intratest.co.uk)



[Advertising Initiative](#) website (*opens in a new window – please note that we're not responsible for the content of external websites*).

### Consent to cookies

By using our website, you're consenting to our use of cookies.

### Managing cookies

You can change your cookie settings and remove already stored cookies through your web browser. However, removing or disabling cookies can affect the functionality and may prevent you from using certain parts of the website.

Intratest-OpsDoc46-PrivacyPolicy-V02-240518



## Non-Destructive Testing and Maintenance of Street Lighting Assets

Registered Office: 5B Store & Secure House, Yeomans Way, Castlepoint, Bournemouth, Dorset, BH8 0BL  
ISO9001 Cert No. FS6076, HERS Reg No. SSR539,  
ISO45001 Cert No. OHS 60317

