

This Policy outlines the obligations of Premier Traffic Management Limited regarding the protection of data and the rights of employees, customers and suppliers in respect of their personal data under the EU Regulation 2016/679 General Data Protection Regulation (hereafter referred to as “GDPR”).

The GDPR defines “personal data” as any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified (directly or indirectly), in particular by reference to an identifier such as a name, location data, an online identifier or to one or more factors specific to the physical, physiological, economic, cultural or social identity of that natural person.

This policy sets out Premier Traffic Management’s obligations regarding the collection, processing, transfer, storage and disposal of personal data. The principles within this policy are expected to be followed by Premier Traffic Management, its employees, agents, contractors or any other party working in partnership or on behalf of Premier Traffic Management.

Personal data shall be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are collected and processed,
- Accurate and where necessary kept up to date to ensure any inaccurate data is revised or rectified without delay.
- Kept in a form that permits identification of data for no longer than is necessary for the purposes for which it is collected.
- Retained as necessary; except for anonymised data used for government statistics; subject to the implementation of the appropriate technical and organisational measures required by the GDPR to safeguard the rights and freedoms of the individual.
- Processed in a manner that ensures appropriate security of the data, including protection against unauthorised processing and against accidental loss, using appropriate technical or organisational measures.
- Placed out of sight overnight, unless this interferes with the smooth running of Premier Traffic Management, or if away from the office for a long period.

Premier Traffic Management has appropriate technical and organisational measures to demonstrate that data is processed in line with the principles set out in the GDPR.

Premier Traffic Management shall ensure that data consent protocol meet the standards of the GDPR; or an appropriate mechanism where consent cannot be realised. Individuals have the right to request the deletion or removal of data where there is no reason for its continued processing.

Overall responsibility for Data Protection at Premier Traffic Management rests with M. Rogan Director.

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Mick Rogan, Director

Reviewed January 2021