

## **Induction System Privacy Statement**

*Date Policy Updated & Effective From: – 25th May 2018*

This privacy policy explains how we use any personal information we collect about you when you use this Induction system.

### **Access to your information and correction**

In order to receive information about your Personal Data, the purposes and the parties the data is shared with, contact the **Data Controller and Owner**.

**Data Controller and Owner** – The Oil and Pipelines Agency, Clive House, 6th Floor, 70 Petty France, Westminster, London, SW1H 9EX

**Data Processor** –Resolution Television Ltd, Registered in England, Registration Number: 05460711 , ICO Registration Number: ZA340457

You have the right to request a copy of the information that is held about you. If you would like a copy of some or all of your personal information, please email or write to the following contact details. It is also your right to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### **Contact details: –**

#### **By email –**

[cio-foi@mod.uk](mailto:cio-foi@mod.uk)

#### **By post –**

The Oil and Pipelines Agency  
Clive House, 6th Floor  
70 Petty France  
Westminster  
London  
SW1H 9EX

## **Types of Data collected**

What information is collected about you? This system will hold some personally identifiable information about you, such as your full name, company details, address, email address, or similar. These details are only collected on completing our new user registration forms.

Any Personal Data is freely provided by you, the User. Resolution Television Ltd is not responsible for data collected by external sources or third parties that are linked to this system.

Other details collected are qualification details, work based certificates, this information is gathered on completing our Competency Checker tool

## **Methods of processing**

The **Data Controller** processes the Data of Users in a proper manner and shall take appropriate security measures to prevent unauthorized access, disclosure, modification, or unauthorized destruction of the Data.

The Data processing is carried out using computers and/or **IT** enabled tools, following organizational procedures and modes strictly related to the purposes indicated. In addition to the Data Controller, in some cases, the Data may be accessible to certain types of persons in charge, involved with the operation of the site (administration, marketing, legal, system administration) or external parties (such as third party technical service providers and mail carriers) appointed, if necessary, as Data Processors by the Owner. The updated list of these parties may be requested from the **Data Controller** at any time.

Please see the Data Controllers **OPA Privacy Policy** for further details on how they handle your data.

Your information will not be shared for marketing purposes with any other companies.

## **Place**

The Data is processed at the Data Controller's operating offices and in any other places where the parties involved with the processing are located. For further information, please contact the **Data Controller**.

## **Retention time**

The Data is kept for the time necessary to provide the service requested by the User, or stated by the purposes outlined in this document, and the User can always request that the **Data Controller** suspend or remove the data.

Personal data we process will be retained on behalf of the systems users for as long as needed to provide our services. Both the data controller and data processor will retain this personal information as necessary to comply with our legal obligations, resolve disputes and enforce our agreements.

## **Storage and Processing**

Your information collected through the Induction system is stored and processed within the EU and in accordance with GDPR.

## **How Your Information Is Protected**

Resolution Television Ltd (the Data Processor) is concerned with protecting your privacy and data whilst using this Induction system ONLY, but we cannot ensure or warrant the security of any information you transmit to Resolution Television Ltd and OPA may not be accessed, disclosed, altered or destroyed by breach of any of our industry standard physical, technical or managerial safeguards. When you enter personally identifiable information we encrypt that information using industry standard technical security features. No method of transmission over the Internet or method of electronic storage, is 100% secure, however. Therefore, both the **Data Controller and Data Processor** cannot guarantee its absolute security. If you have any questions about security methods built into this induction system, you can contact the data processor at [hello@resolutiontelevision.com](mailto:hello@resolutiontelevision.com) Our Induction system does not request or store any sensitive information.

For OPA data security, please see the **OPA Privacy Policy**

## **Compromise of Personal Information**

In the event that personal information is compromised as a breach of security, OPA will promptly notify all users in compliance with applicable law.

## **Notification Procedures**

It is the data controller's policy to provide notifications, please read **OPA Privacy Policy** for details.

## **Marketing**

Please see the data controller's policy on marketing. If you no longer wish to be contacted you can do so by contacting the data controller.

### **Additional information about User's Personal Data**

In addition to the information contained in this privacy policy, this Application may provide the User with additional and contextual information concerning particular services or the collection and processing of Personal Data upon request.

### **System Logs and Maintenance**

For operation and maintenance purposes, this Application and any third party services may collect files that record interaction with this Application (System Logs) or use for this purpose other Personal Data (such as IP Address).

### **Information not contained in this policy**

More details concerning the collection or processing of Personal Data may be requested from the **Data Controller** at any time. Please see the contact information at the beginning of this document.

### **The rights of Users**

Users have the right, at any time, to know whether their Personal Data has been stored and can consult the **Data Controller** to learn about their contents and origin, to verify their accuracy or to ask for them to be supplemented, deleted, cancelled, updated or corrected, or for their transformation into anonymous format or to block any data held in violation of the law, as well as to oppose their treatment for any and all legitimate reasons. Requests should be sent to the **Data Controller** at the contact information set out above.

This Application does not support "Do Not Track" requests.

To determine whether any of the third party services it uses honour the "Do Not Track" requests, please read the **OPA Privacy Policy**

### **Legal action**

The User's Personal Data may be used for legal purposes by the Data Controller, in Court or in the stages leading to possible legal action arising

from improper use of this Application or the related services.

The User declares to be aware that the **Data Controller** may be required to reveal personal data upon request of public authorities.

### **Changes to this privacy policy**

The **Data processor** reserves the right to make changes to this privacy policy at any time by giving notice to its Users on this page. It is strongly recommended to check this page often, referring to the date of the last modification listed at the top.

If a User objects to any of the changes to the Policy, the User must cease using the Induction System and can request that the **Data Controller** removes their Personal Data. Unless stated otherwise, the then-current privacy policy applies to all Personal Data the **Data Controller and Processor** has about Users.