

GDPR Privacy Policy

Triteq Limited is committed to protecting and respecting your privacy. Any information that we hold about you will be only be used in accordance with this privacy notice.

This notice (together with our Terms of Service and any other documents referred to on it) explains what personal data (information) we hold about you, how we collect it and how we use and may share information about you during your relationship with Triteq Limited and after this ends.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the GDPR, the Data Controller is The Head of Quality & Regulatory.

Who collects the information?

Triteq Limited is a company specialising in the Design and Development of Medical Devices and associated Software, Production of Non-Sterile, Non-Implantable, Electro-Mechanical Medical Devices and IVD Equipment and related sub-assemblies based in Hungerford, Berkshire. In order to undertake our business operations we gather and use certain information about you. Our contact details are given at the bottom of this notice.

Information we may collect from you

We may collect and process the following data about you:

Information including your name and title, gender, contact address, telephone number(s), email address, job role, profession, your employer and/or organisation that you are affiliated with.

Information that you provide by filling in an online form on www.triteq.com.

If you contact us, we may keep a record of that correspondence.

Details of transactions you carry out through our site and of the fulfilment of your orders.

Occasionally we may obtain your information from publicly available sources such as third parties who hold such information and are permitted to share it with us.

Cookies

When we provide services, we want to make them easy to use, useful and reliable. Where services are delivered on the internet, this sometimes involves placing small amounts of information on your device, for example, computer or mobile phone. These include small files known as cookies.

These pieces of information are used to improve services for you.

Links to other Websites

Our website contains links to other third party sites. Triteq Ltd is not responsible for the privacy practices within any of these other sites.

Why we collect the information

We collect information so that we can:

Enter into and perform a contract between your organisation and Triteq Ltd

Maintain our business contacts database to support good relationship practice

Comply with legal obligations.

Keeping your personal data secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way.

Access to your personal information is limited to those with a genuine business need to access it. Any individual processing your information will only do so in an authorised manner and are subject to a duty of confidentiality.

We have procedures in place to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Uses made of the information

We use information held about you in the following ways:

To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.

To carry out our obligations arising from any contracts entered into between you and us.

To notify you about changes to our service.

To comply with our legal obligations (for example with regard to regulatory authorities).

Disclosure of your information

We will not normally share your information with third parties without your consent, except in the performance of the contract to provide our services to you (for example with relevant regulatory bodies or with suppliers, or where we are required to do so by law).

We may share your information in the following circumstances. In these instances the recipient of this information will be bound by confidentiality obligations.

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms of Service and other agreements; or to protect the rights, property, or safety of Triteq Limited, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.



How long will we keep the information?

We keep your information during and after your relationship with Triteq Limited for no longer than we consider is necessary for the purposes in which the personal information is processed, or in line with regulatory guidelines.

Your rights to correct and access your information and to ask for it to be erased

Please contact our Data Protection Coordinator (DPC) by email to steve.cooper@triteq.com or by telephoning 01488 684554 if you wish to correct or request access to the information that we hold about you, or if you have any questions regarding this notice.

You have the right to request that Triteq Limited for some but not all of the information that we hold and process to be erased (the 'right to be forgotten') in certain circumstances. If you require further information about the 'right to be forgotten' please contact our Data Controller.

How to complain

If you have any queries or concerns about Triteq Limited use of your information please contact the Data Protection Coordinator.

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

Triteq Limited Contact Details

Triteq Limited

The Innovation Centre

Station Road

Hungerford

Berkshire, RG17 ODY

United Kingdom

Telephone: 01488 684554

Date: 22nd August 2018