

- 1. Privacy Notice Data Controller:** Collision Management Systems Ltd. Studio A/2, Witan Studios, Central Milton Keynes MK9 1EJ, registered company number 08297189 (the 'Organisation').
- 2. Data Protection Officer:** Our Data Protection Office and data protection representatives can be contacted directly here:
  - Steve Johnson
  - Tel: 0345 2419449. Email: [info@c-m-s.tech](mailto:info@c-m-s.tech)

### 3. Introduction

- 3.1** Collision Management Systems Ltd is committed to protecting and respecting your privacy and confidentiality. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. The term 'process' throughout this document refers to the collection, storage, transfer, usage and acting on information.

By visiting our websites at [www.collisionmanagementsystem.co.uk](http://www.collisionmanagementsystem.co.uk) and [www.c-m-s.tech](http://www.c-m-s.tech) you are accepting and consenting to the practices described in this policy.

### 4. Who are we?

Collision Management Systems Ltd are a SaaS provider to the insurance and fleet telematics industries providing specialised hardware agnostic filtering solutions for crash detection and risk management. Your personal data i.e. any information which identifies you, or which can be identified as relating to you personally, will be collected and used by Collision Management Systems Limited, a company registered in England and Wales, company number 08297189.

### 5. What information do we collect?

#### 5.1 Information you give us

When you visit our website (or contact us by email, via our website or social media pages), we may collect any of the following information about you:

- Personal details (name, business email address, company address, telephone number, mobile number, etc.).

#### 5.2 Data we collect automatically

When you visit our website, we may collect any of the following technical data:

- Device Identifiers (the internet protocol address used to connect your device to the internet, your login information, browser type and version, regional settings, operating system and platform);
- data about your use of our website (the full Uniform Resource Locators (URL), clickstream to, through and from our website (including date and time), products you view or searched for, time spent on certain pages or screens, interaction data (such as scrolling, clicks, and mouse-overs).

## 5.3 Cookies

### What are cookies?

Cookies are small data files that are placed on your device or computer's hard drive by your web browser when you visit any website. We use cookies to distinguish you from other users of the site which helps us to improve the website and your experience.

The cookies will be saved and read again by the same page when you next visit the website.

### How do Collision Management Systems Ltd use cookies?

We use Google Analytics cookies which anonymously collect statistical data for user navigation behaviour analysis helping us understand the way our website visitors interact with page content. The information provided by these cookies does not allow us to identify an individual web user; they simply track anonymous analytics.

The cookies we use will

- Collect statistics
- Improve our website's look and feel
- Keep track of product and service information of which you have shown as interest

### How do I change my cookie settings?

You can refuse the placement of cookies on your computer or device by changing your browser settings. You can do this by following the indications provided by your browser to disable the use of cookies.

If you would like to find out more information about how to remove cookies from your device or how to block individual cookies from being received, please visit the ICO website - [ico.org.uk](http://ico.org.uk) - for information, instructions and guidance. This contains detailed and regularly updated information on a range of different browser types. Please be aware that if you choose to change your browser's cookie settings, some of our website functions may not work correctly on your browser.

## 6. Why does Collision Management Systems Ltd need to collect and store personal data?

### Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

*"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".*

In order for us to provide you with our products and services we need to collect personal data for correspondence purposes. In any event, we are committed to ensuring that the information we collect and use, is appropriate for this purpose, and does not constitute an invasion of your privacy.

In terms of being contacted for marketing purposes Collision Management Systems Ltd would contact you for additional consent.

## 7. How do we use your personal information?

This privacy notice tells you how we, Collision Management Systems Ltd, will collect and use your personal data for our legitimate business purposes in a manner compatible with the EU's General Data Protection Regulation (GDPR).

We will use your personal information to

- Assess and provide the products or services that you have requested
- Communicate with you
- Develop new products and services
- Undertake statistical analysis

We may also take the opportunity to:

- Notify you of important functionality changes to our websites

Only where you have provided us with consent to do so, we may also from time to time use your information to provide you with details of marketing or promotional opportunities and offers relating to other services from Collision Management Systems.

We may aggregate information and statistics on website usage or for developing new and existing products and services, and we may also provide this information to third parties. These statistics will not include information that can be used to identify any individual.

## 8. Securing your personal information

We follow strict security procedures in the storage and disclosure of your personal information in line with industry practices, including storage in electronic and paper formats.

We store all the information that you provide to us, including information provided via forms you may complete on our websites, and information which we may collect from your browsing (such as clicks and page views on our websites).

Any new information you provide us may be used to update an existing record we hold for you.

### 8.1 Will Collision Management Systems Ltd share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to Collision Management Systems Ltd in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with Collision Management Systems Ltd's procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

### 8.2 Under what circumstances will Collision Management Systems Ltd contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

## 8.3 Can I find out the personal data that the organisation holds about me?

Collision Management Systems Ltd, at your request, can confirm what information we hold about you and how it is processed. If Collision Management Systems Ltd does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Collision Management Systems Ltd or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.

## 9. Consent

Consent is required for Collision Management Systems Ltd to process personal and/or sensitive personal data, but it must be explicitly given by you in the case of receiving marketing. Where we are processing sensitive personal data, we will always tell you why and how the information will be used.

Consent may be withdrawn at any time by contacting us at [info@c-m-s.tech](mailto:info@c-m-s.tech). This may however affect our ability to deliver our software and services.

## 10. Disclosure

Collision Management Systems Ltd will not pass on your personal data to third parties except in the legitimate execution of the contract in order to fulfill our obligations under said contract.

## 11. Retention Period

Collision Management Systems Ltd is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs. We will normally keep information for no more than 6 years after termination or cancellation of a product, contract or service we provide.

## 12. Your rights as a data subject

At any point while we are in possession of or processing personal data, You, as the data subject, have the following rights:

- Right of access –the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Collision Management Systems Ltd refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 14 below.

All of the above requests will be forwarded on should there be a third party involved in the processing of your personal data.

## 13. Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Collision Management Systems Ltd , or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Collision Management Systems Ltd’s Data Protection Officer.

The details for each of these contacts are:

	Supervisory Authority contact details	Data Protection Officer contact details
Contact Name:	Information Commissioner’s Office	Steve Johnson
Address line 1:	Wycliffe House, Water Lane	Collision Management Systems Ltd
Address line 2:	Wilmslow	Studio A2 Witan Studios
Address line 3:	Cheshire	304 Witan Gate West
Address line 4:	SK9 5AF	Milton Keynes
Address line 5:		MK9 1EJ

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# WEBSITE PRIVACY NOTICE AND COOKIE POLICY

Ref: CMS DOC 6.8  
Website privacy notice  
& cookie policy  
Issued: 16.08.2019

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URL/Email:	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>	<a href="mailto:info@c-m-s.tech">info@c-m-s.tech</a>
Telephone:	0303 123 1113	01908 470011

## What forms of ID will I need to provide in order to access this?

Collision Management Systems Ltd accepts the following forms of ID when information on your personal data is requested:

- Valid Passport
- Valid Driving Licence
- Birth Certificate
- Utility Bill (from last 3 months)
- Other identification methods can be discussed with our DPO and will if reasonable be accepted.

## Contact details of the Data Protection Officer / GDPR Owner:

	<b>Data Protection Officer / GDPR Owner contact details</b>
Contact Name:	Steve Johnson
Address line 1:	Collision Management Systems Ltd
Address line 2:	Studio A2 Witan Studios
Address line 3:	304 Witan Gate West
Address line 4:	Milton Keynes
Address line 5:	MK9 1EJ
Email:	<a href="mailto:info@c-m-s.tech">info@c-m-s.tech</a>
Telephone:	01908 470011