



TERMS OF USE AND PRIVACY POLICY

This website is the property of:

The Electrical Distributors' Association (EDA)

Registered Office:

1st Floor, Rotherwick House
3 Thomas More Street
St Katharine's and Wapping
London
E1W 1YZ

The Electrical Distributors' Association (EDA) is registered in England with the number 00466352.

Terms of Use

The purpose of this website is to provide information to interested parties and stakeholders about the Electrical Distributors' Association and to keep them updated on news, activities, events and services of the Electrical Distributors' Association.

It is also to identify, list and profile the companies and organisations who are members, affiliated members or allied associations of the EDA.

The content of this website is for information only. You are welcome to print off, download or link to pages on the website provided you do not do it for financial gain and provided the source of the information is acknowledged and published.

Whilst we make every effort to keep the information on this website accurate and up to date we cannot accept responsibility or liability for the content. Nor can we accept responsibility for any loss, disruption or damage to your computer system whilst using this website.

Links

The Electrical Distributors' Association encourages links from member organisations, affiliated member organisation, allied trade association and other organisations who feel our website would be of interest to their visitors. We also provide links to other internet sites that may be of interest to our visitors.

The content of external websites linked to or from our website is beyond our control and we do not accept any responsibility for their content and/or upkeep. Once you leave our website and visit another website you are subject to the terms of use and privacy policy of the new website.

Privacy Policy

This privacy policy sets out how the Electrical Distributors' Association will use any personal data we collect from you, or you provide to us during the course of your various

interactions, online and offline, with us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting this website you accept and consent to the practices described in this policy.

For the purpose of the General Data Protection Regulations (GDPR) (the “Regulations”), the data controller is the Electrical Distributors’ Association (EDA).

In the course of delivering our services to you, your personal information may be shared with selected business partners (data processors) who are not employees and with whom we have an agreement to process your data. The types of business partners in question include our Event Management Service Providers, Apprenticeship Training Agency, Product Knowledge Programme Service Providers. We will not pass the information to any other third parties.

Information you provide to us

In the course of delivering our services and membership benefits to you, The Electrical Distributors’ Association may ask for personal information about you. Examples include:

- filling in forms on our website when signing up for events
- registering to receive our newsletters
- applying for our Product Knowledge Module Programme
- applying for our Apprenticeship Programme.
- Responding for surveys and questionnaires.

It also includes information provided by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, job title, work address, work e-mail address and phone number. In some cases you may provide us with an alternative personal address for correspondence.

If you sign up for EDA services on behalf of your staff, employees or hosted apprentices, you may also provide us with their personal information and it is your duty to inform them that you are passing their details to the EDA and make them aware of our Privacy Policy. We will not use this information for anything other than providing the Service for which the information was supplied.

If you choose to give us any personal information (for example your e-mail address) we will only use the information provided in connection with the purpose for which it has been given.

Information the EDA collects about you – Cookies

Like many other websites, the Electrical Distributors’ Association uses ‘cookies’. EDA Cookies store non-personal information about visitors whilst they are moving around the website.

A ‘cookie’ is a small file that is sent by our website to your computer and is stored on your hard drive. It does not identify you personally. However, it allows our server to recognise

when you visit and records specific information about your browsing actions and patterns such as when you have visited the site and which pages you have visited.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

While we do allow users under the age of 16 to use the Website, we do not knowingly solicit or collect any information about users who may be under the age of 16 and will delete any information provided by such individuals as soon as possible. Please do not provide us with any personal information if you are under the age of 16.

Uses made of the information

We use information held about you in the following ways:

- to provide you with information about your membership of EDA
- to provide products and Services from the EDA that you request from us, eg EDA events, forums, training programmes, publications, statistics, business services, ETIM developments;
- to provide you with information about other products and services that the EDA offers that are similar to those that you have already enquired about;
- to provide you with information about EDA products or services we feel may interest you
- to carry out market research or get feedback from EDA events and activities;
- to notify you about changes to EDA Services;
- to manage our contractual relationship with your company;
- to administer our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our Website to ensure that content is presented in the most effective and safe manner for you and for your computer
- In some instances to publish in our closed circulation Key Contact Directory

Disclosure of your information

You agree that we have the right to share your personal information with selected third parties including:

- business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you;
- analytics, including the use of session videos and search engine providers that assist us in the improvement and optimisation of the EDA website.

Where we store your personal data

The data that we collect from you will be stored at a secure location in the London UK Datacentre of WPengine, known as London (Europe-west2).

It may also be processed by staff who work for us or for one of our business service suppliers. This includes staff engaged in, among other things, the fulfilment of your training order, event participation, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing, including such transfer storing or processing in any cloud service.

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Retention of your personal data

We will retain your personal data for so long as is necessary for the purposes stated in this Privacy Policy and to address any claims or issues that may arise concerning your use of our Services.

After that, we may continue to hold data that relates to you and your use of our Website for research and statistical analysis, as permitted under the relevant sections of the Regulations. However, during the time you may contact us to request that we delete personal data we hold about you.

Your rights

You have the right to ask us to erase your personal data or not to process your personal data. We will inform you (before collecting your data) if we intend to use your data for marketing purposes. You can exercise your right to prevent such processing by unchecking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at info@eda.org.uk.

If at any point you believe the information we process on you is incorrect you may ask to see this information and have it corrected or deleted. You also have the right to ask that we restrict the processing of your personal data and to object to our processing of your personal data. You also have the right to obtain from us, and reuse, the personal data we maintain from you, for your own purposes.

If you wish to lodge a complaint over the way in which we have handled your personal data, you can contact us at info@eda.org.uk. If you are dissatisfied with our response you may contact the UK Information Commissioner's Office or the equivalent supervisory bodies in non-UK jurisdictions.

Access to Information

The Regulations gives you the right to access information held about you. Your right of access can be exercised in accordance with the Regulations.

Changes to the EDA Privacy Policy

The EDA reserves the right to change this Privacy Policy at any time and at its sole discretion, so please re-visit this page frequently. We will provide notice of substantial changes of this Privacy Policy on the Site or via Email. Such substantial changes will take effect seven (7) days after such notice was provided on any of the above mentioned methods. Otherwise, all other changes to this Privacy Policy are effective as of the stated "Last Revised" date.

Complaints

E.U. citizens have the right to lodge a complaint with a supervisory authority (Data Protection Authority in your jurisdiction) in case of a breach of any E.U. data protection and privacy regulations. If the supervisory authority fails to deal with a complaint or inform you within the time frame set under applicable law, you have the right to an effective judicial remedy.



Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to:

The Chief Executive Officer,
Electrical Distributors' Association (EDA),
1st Floor, Rotherwick House,
3 Thomas More Street,
St. Katharine & Wapping,
London, E1W 1YZ
Tel: 020 3141 7350

or via email
info@eda.org.uk

Dated: 23rd May 2018