

IAN ROUTLEDGE CONSULTANCY LIMITED
INFORMATION MANAGEMENT WITHIN IMTRAC – ISSUE 1.0 3 OCTOBER 2017

1. Introduction

- 1.1. The Ian Routledge Consultancy Limited (IRC) has developed and manages IMTRAC on behalf of local authorities and maintenance contractors, the 'System Owners'. Note in this context the term 'System Owners' is used to mean those who:
 - a) Have purchased a system and pay an annual support charge, i.e. local authorities; or
 - b) Pay an annual charge for the use of IMTRAC for a specific contract of defined duration, i.e. maintenance contractors.
- 1.2. System Owners, or others acting on their behalf, enter data about traffic signals and Intelligent Transport System (ITS) assets and fault information into IMTRAC and derive additional data using tools available to them in IMTRAC. This data, which has commercial value, belongs to the System Owners and not IRC.
- 1.3. The purpose of this document is to set out IRC's firm's policy in relation to managing data held in IMTRAC systems on behalf of System Owners.
- 1.4. The policy applies to all IRC directors, employees and subconsultants.

2. Policy

- 2.1. The data (entered or derived) in any IMTRAC system belongs to the System Owners and IRC's role is to ensure that data is held and stored in a secure manner.
- 2.2. IRC shall ensure that:
 - a) Storage and access of all data is undertaken in line with best practice;
 - b) Data is reliably and securely backed up outside the primary hosting location;
 - c) The system logs all access to and manipulation of data;
 - d) Appropriate user levels are available to allow System Owners to manage data; and
 - e) Upstream infrastructure suppliers have appropriate policies in place and that these align with IRC's core values.
- 2.3. IRC will not:
 - a) Set up access to IMTRAC for any users unless requested to do so by the IMTRAC User or as part of a pre-agreed standing arrangement e.g. setting up accounts for maintenance contractor users;
 - b) Use the data held on IMTRAC Asset Management for any purpose other than providing support to the IMTRAC Users and verifying system performance; and
 - c) Supply data to third parties unless instructed by the IMTRAC User.
- 2.4. IRC shall not be responsible for:
 - a) The quality of the data uploaded to the system;
 - b) The quality of the data derived by System Users using tools available within IMTRAC; and
 - c) Verifying that users have appropriate access rights based on their allocated function.

3. Defined Roles and Responsibilities

- 3.1. IRC shall ensure all existing System Owners have a copy of the IMTRAC Roles and Responsibilities document by 1/1/18 and that a copy of this document is supplied with new systems.

4. Employee responsibility and how to raise a concern

- 4.1. If you have any concerns relating to how IRC manage and store data, then you have a duty to report this to the Responsible Director.
- 4.2. The IRC Director responsible for IRC's management of IMTRAC Information is Peter Routledge.

A handwritten signature in black ink, appearing to read 'P Routledge', is centered on a light blue rectangular background.

Peter Routledge
Responsible Director
3 October 2017