



Rentajet Group Limited Privacy Policy

PURPOSE

To clarify the RGL policy regarding any personal data that RGL collects whether it be from customers, suppliers and/or members of staff.

Background

RGL takes privacy seriously. The following principles underpin the RGL approach to respecting your privacy:

- 1) RGL value the trust that you place by giving us personal data. RGL will only use this information in a way that is fair and worthy of that trust.
- 2) RGL will provide clear information about how personal data is used.
- 3) RGL shall be transparent about what information is collected, what is done with it, with whom it is shared and who you should contact if you have any concerns.
- 4) RGL will take all reasonable steps to protect your information from misuse and keep it secure.
- 5) RGL will comply with all applicable data protection laws and regulations and will co-operate with data protection authorities.

What kind of personal information about you does RGL process?

- Personal and contact details, such as title, full name, bank details and contact details history;
- Company details, such as office and/or site address, phone number, email address;
- Date of birth, gender, home address, salary details if employed by RGL;
- Records of your contact with us such as via the phone, online, email;
- Information which we obtain from a Credit Reference Agency including public and shared credit history, financial situation and financial history;

Who to contact within RGL with concerns about personal information or it's use?


RGL have appointed a Data Protection Officer (DPO) within the HR department to coordinate any data issues. In the first instance, contact should be made during working hours by phone to the Head of Administration based at the Head Office Complex in Ower or email to DPO@rglservices.co.uk

Does RGL do any monitoring involving processing of personal information?

RGL may monitor where permitted by law. The information monitored may be shared for the purposes within the organisation (namely: Directors/Sales & Marketing Department/Finance Department/Contracts Department/HR Department) and externally, with any authorised Government body that requires the information held – e.g. HMRC).

How long does RGL retain personal information?

- For as long as we have reasonable business needs, such as managing our relationship with you and managing our operations;
- For as long as we provide and/or are provided with goods and/or services
- Retention periods in line with legal and regulatory requirements or guidance

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What are your rights under data protection laws?

- The right to be informed about the processing of your personal information;
- The right to have your personal information corrected if it is inaccurate and completed if incomplete;
- The right to object to RGL processing of your personal information;
- The right to restrict processing of your personal information;
- The right to have your personal information erased (the 'right to be forgotten');
- The right to request access to your personal information;
- The right to move, copy or transfer your personal information ('data portability')

Consent

Consent is required by RGL to process all types of personal data, but it must be explicitly given.

By consenting to this Privacy Policy, you are giving RGL permission to process any personal data held specifically for the purposes identified in this policy.

Disclosure

Rentajet Group Limited will not pass on your personal information to third parties. Should you wish to have any information held on file removed, once completion of works/supply of goods has taken place, please advise in writing to the company's Data Protection Officer (DPO).