

## PRIVACY NOTICE

### Introduction & Our Details

RG Kellow Ltd is a limited company incorporated in England & Wales. For data protection purposes we are the 'data controller' of the personal data that you give us.

Our address is Unit C3, Pool Business Park, Dudnance Lane, Pool, Redruth, Cornwall, TR15 3QW. Our telephone number is 01209 712525.

### Our Commitment to You

We are committed to protecting your privacy and to complying with the data protection laws in the UK. In consequence, we collect the minimum amount of information about you that is commensurate with providing you with a satisfactory service.

### What is the purpose and legal basis for us to collect and process your personal data?

The main purpose is to identify our customers and suppliers and for normal administrative and trading purposes; to deliver to customers the goods they buy from us and/or the services they engage us in and to provide any follow-up that is required; to trade with and purchase from suppliers or engage their services; to carry out the recruitment process for job applicants and potential employees. We also have to retain records of all our transactions for tax and accounting reasons.

### What personal data will be collected and processed?

This may include your name, address, telephone number, email address, bank account details and information provided in a job application or CV. This will be retained and used (processed) for the purposes referred to above.

### Who will receive your personal data?

We may share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Recipients of your data may include third-party service providers; other related business entities; a regulator or to otherwise comply with the law. For example, we may need to pass on information to a supplier for delivery/collection purposes or to a contractor working alongside us. In some circumstances we may need to carry out a credit check with an appropriate credit agency or a background check provider.

Where we do so, we will require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

If we wish to process your personal data for purposes other than those specified in this notice, we will notify you with relevant information and, if necessary, seek your consent.

### **How long will we keep your personal data?**

We need to keep details for at least 6 full tax years under UK tax laws, after which time it will be destroyed.

### **What are your rights?**

You have the right to:

- ask us in writing for details of the personal data that we hold on you
- require us to rectify any errors
- have your personal data deleted if there is no reason for its continued storage and processing
- lodge a complaint with the ICO (Information Commissioner's Office).

Further details about your rights under data protection legislation can be found on the ICO's website at <https://ico.org.uk/>.

### **Cookies**

Your internet browser has the in-built facility for storing small files - "cookies" - that hold information which allows a website to recognise your account. Our website takes advantage of this facility to enhance your experience. You have the ability to prevent your computer from accepting cookies but, if you do, certain functionality on the website may be impaired.

### **Changes to this Privacy Notice**

Any changes to this Notice will be placed here and will supersede this version. We will take reasonable steps to draw your attention to any changes in our policy. However, to be on the safe side, we suggest that you read this document each time you use the website to ensure that it still meets with your approval.

### **How to Contact Us**

If you have any questions about our Privacy Notice, or if you want to know what information we have collected about you, please email us at [office@proper-job.com](mailto:office@proper-job.com).