



PRIVACY POLICY

At Rex Procter and Partners and our other subsidiary companies namely RPP Management Ltd, RPP Asbestos Services Ltd and RPP Construction Ltd ("we") are committed to protecting and respecting your privacy. We recognise that when you choose to provide us with information about yourself, you trust us to act in a responsible manner. We believe this information should only be used to help us provide you with a better service.

This Privacy Policy sets out the basis on which any personal information we collect from you, or that you provide to us, will be processed by us.

Company Information

The following companies are registered with the Information Commissioner.

Rex Procter and Partners is a trading name of RPP Limited Registered in England 07159352 Registered Office: Mazars House, Gelderd Road, Leeds LS27 7JN

RPP Management Ltd Registered in England 1814890 Registered Office: Mazars House, Gelderd Road, Leeds LS27 7JN.

RPP Asbestos Services Ltd Registered in England 06748930 Registered Office: Mazars House, Gelderd Road, Leeds LS27 7JN.

RPP Construction Services Ltd Registered in England 07083174 Registered Office: Mazars House, Gelderd Road, Leeds LS27 7JN.

Collection of your personal information

We may collect and process the following information about you:-

Information provided to us when you contact us for any reason through our website or information collected by us through your emails or other communications with us. This may include your name, telephone/mobile number, fax number, contact address and email address.

When you provide personal information to us or we collect personal information from other sources, we will treat that information in accordance with this Privacy Policy.

Cookies

What is a cookie?

A cookie is a small text file that is downloaded onto your computer when you visit certain website and allows a website to recognise a user's computer. Cookies are used to help users navigate website more efficiently and to perform certain functions, as well as to provide information to the owners of the website.

How do I restrict or delete cookies?

Some of the cookies we use are essential for parts of the website to operate and have already been set as per the table above. You may delete and block all cookies from the website, but please be aware that restricting or deleting cookies may impact on the functionality of the website.

Your web browser may allow you to register or delete cookies set by the website. The Help function within your browser should tell you how. Alternatively, you can visit allaboutcookies.org which provides general information about cookies and how you can manage cookies on your computer.

How we use your information

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition, we may use personal information provided by you or gathered by us for the following purposes:

1. To provide products and services requested by you;
2. To recommend products and services that we believe will be of interest to you;
3. To provide information on our activities and those of our partner organisations, such as promotional materials and general updates relevant to you;
4. To carry out our obligations arising from any contracts entered into between you and us;
5. To notify you about changes to our website, products or services;
6. To process and respond to specific information you have requested and enquiries and complaints received from you;
7. To update our records;
8. To process payments;
9. For audit purposes;
10. To prevent or detect fraud;
11. To enable third parties to carry out any of the purposes above on our behalf.

Storing your personal information

The information that we collect from you will be processed by staff operating within the European Economic Area ("EEA"), who work for us or for one of our suppliers. Such staff may be engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal information, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your information is treated securely and in accordance with this Privacy Policy. All information that is provided to us is stored on our secure servers.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of the information sent to us electronically and transmission of such information is therefore entirely at your own risk. Once we have received your information, we will use strict procedures and security features to prevent unauthorised access.



Disclosing your information

We may share your personal information with third parties in the following ways:

1. We sometimes use agents and service providers to process personal information on our behalf. For example, we use third parties to send postal mail, to process credit card payments and to maintain our website. Where we use agents and service providers to process your personal information, we will ensure that they have adequate security measures in place to safeguard your personal information.
2. We will release your personal information when we are required to do so for legal or regulatory purposes or as part of legal proceedings.
3. We will not pass your information to third parties for marketing purposes.
4. We may disclose your personal information to any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries. Information disclosed to our group companies will be used for the purposes described within the "How we use your information" section above.

Your Rights

You have the right to ask us not to process your personal information for marketing purposes. We will inform you (before collecting your information) if we intend to use your information for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right at any time to prevent such processing by contacting us by post at Rex Procter and Partners, 1st Floor Riverside West, Whitehall Road, Leeds LS1 4AW or emailing Charlotte Scaife c.scaife@rpp.co.uk.

Our website may, from time to time, contain links to and from the website of our partner networks and affiliates. If you follow a link to any of these website, please note that these website have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal information to these website.

Access to information

You have the right to request a copy of the personal information we hold about you and to access that information and require it to be corrected if it is inaccurate.

Updates

We may update this Privacy Policy from time to time. Please ensure that you check the Privacy Policy regularly for updates.

Keeping our records accurate

We aim to keep our information about you as accurate as possible. If you would like to review or change the details you have supplied to us, you may do so at any time by contacting us directly.



Contacting Us

If you have any questions, comments or requests about this Privacy Policy please contact:

Dee Priestley
Group Business Manager
Rex Procter and Partners
1st Floor Riverside West
Whitehall Road
Leeds
LS1 4AW
Email: d.priestley@rpp.co.uk