



Civil Engineering • Surfacing • Plant

PRIVACY POLICY

The information in this privacy policy relates to R K Bell Ltd and R K Bell Projects Ltd ("referred to as RK Bell").

RK Bell is committed to protecting and maintaining your privacy. We comply with data protection laws that are applicable in respect of data processing within the UK. RK Bell determines the purposes and the manner in which personal data is processed.

This privacy notice sets out how we collect, use and protect your personal information and your rights in relation to your information.

Information we may collect from you

To facilitate your interest in RK Bell, we may collect and process the following data about you:

- Personal data only when you actively enquire about our services or careers:
 - name
 - phone number
 - address
 - email address
 - company
- Your computer IP address
- The method in which you found our website
- Various information stored in third party cookies

The information that is processed about you is dependent on the purpose and channel of your enquiry. This includes:

- Enquiries for more information about RK Bell
- Job applicants

How we will use your information

We will use the information held about you for the purposes for which it was provided to us as stated at the point of collection (or as may be obvious in the context of collection). Your personal data will be used by us in the following ways:

- To respond to your enquiries
- To send you information you have requested
- To improve our business and the service and/or products we provide
- To facilitate any interest in a career with RK Bell

We do not collect or compile personal data for release or sale to outside parties for consumer marketing purposes or host mailings on behalf of third parties.

We must have a legal reason to process your personal information. Your information will usually be processed to meet our legitimate interest to facilitate your interest in our business. In those few cases where your consent is required, this will be communicated to you at the point of collection.

Information storage and retention

We have in place security measures to protect the security of your personal information and keep it confidential. We review these measures regularly to make sure they remain appropriate. We cannot guarantee the security of any third-party application you may use to transmit your data (for example internet browsers).

We will not transfer your data outside of the UK.

Disclosure of your information

We may disclose your personal data to third parties:

- That are engaged by us to provide services to us, in which case we will require those parties to keep that information confidential and secure and to use it solely for the purpose of providing the specified services to us;
- If we or substantially all
- If we are under a duty to disclose or share your personal data to regulatory or law enforcement agencies.

Links to other sites

Our site contains links to other websites, mainly those of our clients but also those of other third parties. Please note that these websites 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 data to these websites.

Your Rights

You have rights regarding your personal information, including the right to access, correct, delete, restrict or object to our use of it. We would encourage you to inform us if the information we hold about you is no longer accurate. We may need extra information from you to deal with any request. If you would like to discuss or exercise these rights, please contact info@rkbell.com.

If you do not want us to process your data, then we may not be able to facilitate your interest in our business.

In the event that you have cause for complaint please contact us and we will follow up with you to resolve this. If you have a data privacy related complaint, you also have the option to direct your complaint to the Information Commissioner's Office (ICO).

Cookies

Cookies are ways of saving a small amount of information. They are automatically downloaded to your device when you visit a website. Our site uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our Cookie policy.

Website tracking:

Whenever you visit our website our web server automatically records your IP's address and each page you visit. It also records information including your route to this site and your operating system and web browser type.

This information is not linked to any personal information we hold about you. We use tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. For further information on Google's privacy policy, please visit www.google.com/privacy.html.

Other cookies may be stored to your computer's hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected.

Changes to Our Privacy Policy

We keep our privacy policy under regular review. This policy was last amended in May 2018. Please check back frequently to see any updates or changes to our privacy policy

How to Contact Us

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to info@rkbell.com.

RK Bell
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River Lane
Dunwear
Bridgwater
Somerset
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This policy is under regular review.

Policy no:	5
Version:	3
Author:	HR Manager
Reviewed by:	HR Manager
Authorised by:	Directors
Last review date:	May 2018
Review date:	May 2019
Relevant Staff Groups:	All staff