

Privacy Notice – Effective 25th May 2018

Data Controller: Rakewell Limited
Contact for queries: Vic Gerhardi
justask@rakewell.com
01296 632491

Purpose of this Notice

This notice describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act [1998 OR 2018] and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation').

Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

About Us

We are Rakewell Limited, registered in England and Wales as a limited liability company under number 2009194 and our registered office is at 24 Putnams Drive, Aston Clinton, AYLESBURY, Bucks. HP22 5HH. The details provided here are a summary of how we collect, use, share, transfer and store your information. You can contact our Data Protection Officer at our address or by emailing as per the above.

How we may collect your personal data

We obtain personal data about you, for example, when:

- you request a proposal from us in respect of the services we provide;
- you engage us to provide our services and also during the provision of those services;
- you contact us by email, telephone, post (for example when you have a query about our services); or
- from third parties and/or publicly available resources (for example, from a friend or from Companies House).

How we will use the information you give us

We will use your information on the basis that it is necessary to administer your enquiry or order. Where we need to pass information to other firms, it will only be for that purpose. These firms will be firms that assist in the identification and prevention of fraud and other financial crime.

When we contact you, it will either be for the above reason, or because we have a legitimate interest in marketing related products. You can opt out of this by visiting our website www.rakewell.com sending us an email or when speaking to one of our agents.

If we have to transfer information to a country outside the EU, we will only do so if a similar level of protection applies. If we need to obtain information which is by nature sensitive, we will only do so on the basis that it is in the public interest - for example to fight crime, prevent fraud.

We, and other firms involved in commerce may use public and personal data from a variety of sources including credit reference agencies and other organisations.

What type of personal information do we need?

* We may need personal details which might include details of your invoice and delivery address, landline and mobile telephone numbers.

* We will only collect what is necessary and will only keep it for as long as we are required to do in line with our data retention policy. You can ask us for a copy.

What other types of information do we need?

* Under certain circumstances we may also need to obtain information about Race or Origin, Gender, Religion, Health, Politics, Genetics, Trade Union Membership, Sex or Sexual Orientation.

* We might also need details of criminal convictions.

* We will only collect what is necessary and protect it with appropriate security measures.

How do we obtain your information?

* We may gather it from information you submit to a website, by telephone, face to face, text (SMS) or by email.

* If you give us personal information about someone else, you must do so only with that person's authorization. You should inform them how we collect, use, disclose, and retain their personal information according to our privacy notice.

Changes to this notice

Any changes we may make to our privacy notice in the future will be changed here.

This privacy notice was last updated on 25 May 2018.

What are my legal rights?

* You have the right to complain to the Information Commissioner at www.ico.org.uk,
Tel 0303 123 1113.

* You can obtain a copy of your personal information from us without charge by contacting us at the address above. This may include the right to transfer information to other providers.

* You have the right to ask us to correct information.

* You have the right to ask us to delete your information or stop using it, unless it is necessary for us to retain it for accounting purposes as set out in our document retention policy.

* You may have the right to object if decisions about you are made solely by a computer.