

Privacy Notice

Introduction

RCR Projects Limited (“RCRProjects”, “we”, “our” or “us”) promises to respect any personal data you share with us, or that we get from other organisations and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn’t reasonably expect.

Facilitating our legal requirements, organisation policy and services to our suppliers and clients through using your personal data allows us make better decisions, communicate more efficiently and, ultimately, ensure you receive the services required.

Where we collect information about you from
We collect information in the following ways:

When you register as a supplier

When you register as a supplier with RCRProjects, you provide us with certain personal data.

When you register a client

When you register as a client with RCRProjects you provide us with certain personal data.

What personal data we collect and how we use it

The type and quantity of information we collect and how we use it depends on why you are providing it.

Suppliers and clients

In registering as a supplier we will ask you to provide us with the following personal information:

- Name
- Address
- Email
- Telephone number
- Bank Details
- Job Title

We will mainly use your data to administer our contracted duties with you.

Clients

In establishing a contract with us as a client we will ask you to provide us with the following personal information:

- Name
- Address
- Email
- Telephone number
- Job Title

We will mainly use your data to administer our contracted duties with you and undertake credit reference checks where appropriate.

How we keep your data safe and who has access

We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff and contractors.

RCRProjects doesn’t currently have suppliers that run their operations outside of the European Economic Area (EEA) however, if we did have, they may not be subject to the same data protection laws as companies based in the UK, we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law. By submitting your personal information to us you agree to this transfer, storing or processing at a location outside the EEA.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors. We will only ever share your data in other circumstances if we have your explicit and informed consent.

Keeping your information up to date

We request that suppliers, contractors and clients make best attempts to ensure data held by RCRProjects is up to date and accurate. In the event of any changes to data or the discovery of any inaccuracies please contact admin@rcrprojects.co.uk

Understanding the detail of our data security measures

When we process your data we will have already carefully assessed the lawful justification for doing so, the parameters in which the data is processed, the length of time the data is held for, the secure storage of your data and undertaken impact assessments to ensure your rights are delivered.

Your right to know what data we hold about you, make changes or ask us to stop using your data

You have a right to ask us to stop processing your personal data, and if it's not necessary for the purpose you provided it to us for, we will do so. Contact us on 01296 914493 or admin@rcrprojects.co.uk if you have any concerns.

You have a right to ask for a copy of the information we hold about you. If there are any discrepancies in the information we provide, please let us know and we will correct them.

If you want to access your information, you must complete the **GDPR Data Access Form (Rectification, Restriction and Erasure)** with a description of the information you want to see and the required proof of your identity by post to RCR Projects Limited, Suite 5 Floor 2, Market House, Market Square, Aylesbury HP20 1TN. We do not accept these requests by email so we can ensure that we only provide personal data to the right person.

If you have any questions please send these to admin@rcrprojects.co.uk and for further information see the [Information Commissioner's guidance here \(link is external\)](#).

Changes to this statement

We may change this Privacy Statement from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our Website or by contacting you directly.