**Privacy Notice**

**1. General**

The Rood Group (Roodsafe Limited, First Testing Limited & RS Safety Middle East DWC LLC) respects the right to privacy of every individual who visits our site, mobile site, app ("Digital Channels") and those that communicate with us via paperwork and/or electronic channels. This privacy policy explains how we use any personal information we collect about you, and your rights to access and correct the personal information we hold about you.

The Rood Group of Companies holds personal information for and about employees, clients and suppliers (potential and existing) under the legitimate interest’s base and under the Legal obligation base where compliance with the law is necessary. Explanations of both can be found on the ICO website. We keep your information for a period of 7 years following termination of employment for employees or for the period of a contract for clients and/or suppliers to a maximum of 50 years. Continued communication with us and/or submitting your personal information is deemed to be your acceptance of our GDPR Policy.

**2. What personal information do we collect and how we will use it?**

We may collect the following information about you:

Contact details including title, name, postal and email addresses, postcode, contact telephone numbers;

Business information, such as employer details and job title;

Transaction information details;

We may use your information for the following purposes:

Administration and management of Works Orders;

Processing transactions;

Sending you communications about our products and services;

Business and website reporting; and

Correspondence between us.

**3. Sharing your personal information with third parties**

We may disclose your personal information to (in so far this is in line with applicable local data protection laws):

Any third party where we are under a legal duty to do so, or in order to enforce or protect any of our rights, property or safety (or those of our customers/suppliers/employees). This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Our Digital Channels contain links to other websites, mobile sites and apps. This privacy policy only applies to our digital channels. When you link to other websites, mobile sites or apps we are not responsible or liable for them. You should read the privacy policies for those linked sites or apps before you submit any personal information to them.

**4. Cookies**

Our Digital Channels use cookies, which are small text files that contain small amounts of information that a website can send to, and store on, your computer or device through your browser. Cookies may be used by us to provide you with, for example, customised information from our website to make it more user-friendly.

By using our Digital Channels, you agree to our privacy and cookie policies and consent to the use of cookies and similar technologies by us and our carefully selected third party partners as described in these policies.

See below for our cookie policy.

**5. Security**

The Rood Group Ltd takes the security of any personal information we hold very seriously.

Our servers are housed behind a secure firewall that prevents access to our databases by unauthorised users. Our servers are housed in a secure environment with high levels of physical security. Data storage and transfer is encrypted.

The Rood Group Ltd will take appropriate measures to ensure that, wherever it is located, your personal information is treated securely and in accordance with this privacy policy.

**6. International transfers**

We may transfer your personal information to, and store it at, destinations outside of the European Economic Area ("EEA") for the purposes outlined in this privacy policy. It may be processed by staff operating outside the EEA who work for us, for the Rood Group of companies or our service providers. By submitting your personal information, you agree to this transfer.

**7. Access to and amending your personal information**

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove personal information you think is inaccurate by contacting us (see below).

You also have the right to request a copy of the personal information that we hold about you. To do so, please contact us (see below). We may make a small charge for this service. You also have the right to complain to the ICO.

**8. Changes to our Privacy Policy**

We keep our privacy policy under regular review and we will place any updates on our Digital Channels.

**9. Contact us**

If you require further information or have any questions regarding this Privacy Notice, then please email us at info@roodsafe.com, telephone us on 0115 927 4111 or write to us at

Rood Group Ltd, Unit 21 Park Lane Business Centre, Park Lane, Nottingham, NG6 0DU.