

## **General Data Protection Regulation**

Here at **Ritemp Services Ltd**, we take system security and data protection seriously and we are continually reviewing our processes and procedures. We listen to our customers and take on board customer feedback.

You may be aware the new GDPR comes into effect on 25<sup>th</sup> May 2018, Ritemp have always maintained high standards of security in relation to client data protection.

We will continue to contact you when we need to get in touch about any of the services that we provide for you.

We will never sell your data onto a Third Party for marketing or other purposes.

Please read our privacy notice attached which gives details on how we collect, use and store your data.

If there is anything you would like further clarification on or you want to discuss this, then please contact me direct

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Dryden Road, Loanhead,  
Midlothian,  
EH20 9LZ**

**Office: 01314403382**

**Email: [contact@ritemp.co.uk](mailto:contact@ritemp.co.uk)**

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## Privacy Notice

This privacy notice explains how we use information that we collect about your Company.

What information do we collect from you?

We collect information about your company when you engage with us for trading. The following information is held on our internal Management System for managing your account efficiently.

- Company Name
- Company Address
- Email address/s
- Telephone / Mobile / Fax numbers
- Contact names for: Accounts / Sales / Purchasing / Warehouse and or Stores.

Why do we need to collect and use this information?

We will only ever collect information where it is necessary, fair and lawful. The information collected is essential for us to be able to effectively carry out the services that you require from us.

We also need to comply to GDPR (General Data Protection Regulation) that starts on 25th May 2018.

How we collect your information?

We collect your information by a variety of sources including:

- From you
- Meeting with us
- Emails or letters that you send us
- Phone conversation with us
- Customer questionnaires or survey
- RI Temp Website

Who might we share your information with?

Ritemp may share your information with Third Parties such as those we engage with for:

- Product / Delivery services
- IT Support
- Legal / Accountancy services

When it is necessary to use a third party we will use appropriate security measures and will not share your information for marketing with other companies.

How Long do we keep your information?

The information will not be held longer than the terms under our contract with you, unless under subject to regulatory requirements.