

# Privacy Policy Statement



**RUTLAND  
PLASTICS**  
Right People Right Partner

Rutland Plastics takes your privacy seriously. We are committed to ensuring that your privacy is protected. This Privacy Policy explains how we collect and use the personal information you provide to us, and how we safeguard the privacy of such information. Rutland Plastics Limited is fully compliant with the requirements of the European Union's General Data Protection Regulation (GDPR) which comes into force on 25th May 2018.

## Information we collect

During the course of a relationship between you as supplier, customer, potential supplier or potential customer we may collect names, email addresses, telephone numbers, company name, company address and position within the company.

## How we use the information

We process personal data about you in order to:

- Fulfil contractual responsibilities between Rutland Plastics and our suppliers and customers.
- Pursue Rutland Plastics' legitimate interests in developing a relationship between business entities as potential customers or suppliers.

Rutland Plastics Limited may contact potential customers and suppliers that have previously expressed an interest in the company. Any communication will be proportionate and have minimal privacy impact and will take the form of relevant and useful marketing information. Any individual receiving such communications on behalf of a company may opt out at any time.

## Security

We adopt industry appropriate data collection, storage and processing practices and security measures, as well as physical security measures to protect against unauthorized access, alteration, disclosure or destruction of your Personal Information. Data is stored both in on premise servers and in the cloud.

Access to your name and email address is restricted to our employees who need to know such information in connection with providing Rutland Plastics' services to you and are bound by confidentiality obligations.

### Rutland Plastics Limited

Cold Overton Road, Oakham, Rutland, LE15 6NU,  
T: 01572 723476 [www.rutlandplastics.co.uk](http://www.rutlandplastics.co.uk)  
Co. Reg. No 560131, VAT Reg. No. GB 330 3563 90



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## Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

In order to prevent loss of data due to errors or system failures, we also keep backup copies of data including your data. Hence your details may remain on our systems even after deletion or termination of your user account.

## Information We share

We do not share your information or data with third parties outside Rutland Plastics.

## Cookies & Privacy

Our website uses cookies to distinguish you from other users of our website. Cookies are small data files and the cookies we use are "analytical" cookies. They allow us to recognise and count the number of visitors and to see how visitors move around the site when they are using it. Cookies are used to allow us to provide you with a quality website experience and to collect information about browsing behaviour.

By using and browsing the RP website, you consent to cookies being used. If you do not consent to the use of cookies you should disable these within your web browser or refrain from using the RP website.

If you contact us through our website by form we may keep a record of that correspondence, but the data will be kept no longer than necessary and processed in accordance with current legislation. All information you provide to us is stored on our secure servers.

## Your Rights

Upon request and once we have verified your identity we will provide you with information about whether we hold any of your Personal Information. Those who wish to correct, update or remove any Personal Information may do so by contacting Rutland Plastics at [enquiries@rutlandplastics.co.uk](mailto:enquiries@rutlandplastics.co.uk). Such changes may take up to 48 hours to take effect.

We respond to all enquiries within 30 days.

## Contact Rutland Plastics

If you have any questions, concerns or complaints about Rutland Plastics' personal data practices or this Privacy Policy, we encourage you to get in touch at the address below.

Rutland Plastics Ltd  
Cold Overton Road  
Oakham, Rutland  
LE15 6NU

[enquiries@rutlandplastics.co.uk](mailto:enquiries@rutlandplastics.co.uk)  
+44(0)1572 723476

Steve Ayre  
Managing Director