



# Privacy Statement (Customers & Suppliers)

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**Rundle Holdings Ltd**

Durham Street | Portsmouth | PO1 1NR | England

(Trading Divisions : Export Africa | Runex | International Control & Automation)

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## **Privacy Statement - Customers and Suppliers**

### **1. Introduction**

Rundle Holdings Ltd, ("RHL", "we", "us", or "our"), including any trading divisions, is strongly committed to protecting customers, suppliers and employees by maintaining best practice data protection processes in line with all UK and EU law including General Data Protection Regulation (GDPR).

This privacy statement describes why and how we collect and use personal data with regard to Customers and Suppliers. Our privacy statement regarding employees' personal data is documented separately.

### **2. What we do**

RHL is engaged in procuring goods and services from corporate organisations (worldwide) and reselling to other corporate organisations (worldwide).

### **3. Collection of personal information**

We collect personal information from customers (existing and prospective), suppliers (existing and prospective) and other individuals for legitimate business purposes. The types of personal information we will collect from you will depend on the circumstances in which that information is collected. It may include, without limitation:

- (a) Contact details (i.e. your name, address, email, phone and facsimile details);
- (b) Information required for you to do business with us including bank account details, information obtained through credit checks and any other relevant financial information; and
- (c) Information about your prior dealings with us, including past product purchases and service agreements.



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#### **4. Legal Basis for processing personal information**

Our lawful basis for processing the general personal data specified in Section 3 is :

- (a) Processing necessary for the performance of a contract or to take steps to enter into a contract
- (b) Processing necessary for compliance with a legal obligation

#### **5. Use and disclosure of personal information**

We will only use and disclose your personal information when we are legally permitted to do so.

Our main purposes for collecting, holding, using and disclosing personal information are:

- (a) To evaluate proposed and/or existing contractual relationships with individuals or entities
- (b) To supply products or services to our customers
- (c) To respond to enquiries from existing or prospective customers seeking information about our products or services.

In carrying out our business, it may be necessary to share information about you with and between our related corporate bodies and organisations that provide services to us. We would not otherwise routinely disclose personal information to another organisation unless;

- (a) It is required by law
- (b) It is necessary to protect the rights, property or personal safety of any of our customers, any member of the public or our interests
- (c) You have provided consent.

#### **6. How long do we keep your personal data?**

We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected and to comply with UL/EU statutory requirements.



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## **7. Rights and access to personal data**

Unless subject to an exemption under the General Data Protection Regulations (GDPR), an individual has the following rights with respect to their personal data:

- The right to request a copy of the personal data which we hold about that individual.
- The right to request that we correct any personal data if it is found to be inaccurate or out of date.
- The right to request their personal data is erased where it is no longer necessary to retain such data.

## **8. Security**

We take the security of all the data we hold very seriously. The data is stored securely within our servers and is protected using up-to-date security software.

## **9. Changes to this privacy statement**

We recognise that transparency is an ongoing responsibility so we will keep this privacy statement under regular review.

## **10. Contact**

You can send an email to [data.privacy@rundleholdings.co.uk](mailto:data.privacy@rundleholdings.co.uk) at any time stating your desire to have your data erased or rectified by RHL or if you wish to restrict the use of your data as well as to have RHL transmit your data to another organisation. Furthermore, you have the right to lodge a complaint with a supervisory authority at any time.

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