



ROGER BULLIVANT

Privacy Policy

Head Office:
RB Walton Park,
Hearthcote Road,
Swadlincote,
Derbyshire,
DE11 9DU

Gary Farnell,
Managing Director

Next Review 01 Jan 2018

1.0 Purpose and Scope

- 1.1 Roger Bullivant Limited (We) are committed to protecting and respecting your privacy.
- 1.2 This policy (together with the Roger Bullivant Limited website usage terms and conditions and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting <http://www.roger-bullivant.co.uk/> (**our site**) you are accepting and consenting to the practices described in this policy.
- 1.3 For the purpose of the Data Protection Act 1998 (the **Act**), the data controller is Roger Bullivant Limited of RB Walton Park, Hearhcote Road, Swadlincote, Derbyshire, DE11 9DU.

2.0 References

- 2.1 Awaiting Legislation From Adele

3.0 Terms and Definitions

- 3.1 “We” – Roger Bullivant Limited.
- 3.2 “Our Site” – <http://www.roger-bullivant.co.uk/>.
- 3.3 IP – Internet Protocol
- 3.4 URL – Uniform Resource Locators
- 3.5 The Act – Data Protection Act 1998

4.0 Procedure

4.1 Information we collect from you

4.1.1 We will collect and process the following data about you:

4.1.1.1 **Information you give us.** This is information about you that you give us by filling in forms on our site or by corresponding with us by phone, e-mail or otherwise. It includes information you provide when you register to use our site, search for a product and when you report a problem with our site. The information you give us may include your name, employment status and job title, address, e-mail address and phone number and, financial and credit card information

4.1.1.2 **Information we collect about you.** With regard to each of your visits to our site we will automatically collect the following information:

- technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;

- information about your visit, including the full Uniform Resource Locators (**URL**), clickstream to, through and from our site (including date and time), products you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, and any phone number used to call our customer service number.

4.1.1.3 **Information we receive from other sources.** This is information we receive about you if you use any of the other websites we operate or the other services we provide. We are working closely with third parties (including, for example, business partners, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers, search information providers, credit reference agencies). We will notify you when we receive information about you from them and the purposes for which we intend to use that information.

4.2 Cookies

4.2.1 Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our Cookie policy.

4.3 Uses made of the information

We use information held about you in the following ways:

4.3.1 Information you give to us. We will use this information:

- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- to provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about;
- to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you. If you are an existing customer, we will only contact you by electronic means (e-mail or SMS) with information about goods and services similar to those which were the subject of a previous sale or negotiations of a sale to you. If you are a new customer, and where we permit selected third parties to use your data, we (or they) will contact you by electronic means only if you have consented to this. If you do not want us to use your data in this way, or to pass your details on to third parties for marketing purposes, please contact us at info@roger-bullivant.co.uk ;
- to notify you about changes to our service;
- to ensure that content from our site is presented in the most effective manner for you and for your computer.

4.3.2 Information we collect about you.

We will use this information:

- to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- to allow you to participate in interactive features of our service, when you choose to do so;
- as part of our efforts to keep our site safe and secure;
- to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
- to make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.

4.3.3 Information we receive from other sources.

- We will combine this information with information you give to us and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive).

4.4 Disclosure of your information

4.4.1 You agree that we have the right to share your personal information with selected third parties including:

- business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you;
- advertisers and advertising networks that require the data to select and serve relevant adverts to you and others;
- analytics and search engine providers that assist us in the improvement and optimisation of our site;
- credit reference agencies for the purpose of assessing your credit score where this is a condition of us entering into a contract with you.

4.4.2 We will disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets.

- If Roger Bullivant Limited or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use please refer to the website usage terms and conditions document; or to protect the rights, property, or safety of Roger Bullivant Limited, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

4.5 Where we store your personal data

4.5.1 Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

4.6 Your rights

4.6.1 You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by contacting us at info@roger-bullivant.co.uk

4.6.2 Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

4.7 Access to information

4.7.1 The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

4.8 Changes to our privacy policy

4.8.1 You can bring forward the date you want to start your maternity leave by giving us written notice at least 28 days before the new start date or, if this is not possible, as much notice as you reasonably can.

4.9 Contact

4.9.1 Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to info@roger-bullivant.co.uk with the subject header Privacy Policy or write to: HR Department, Roger Bullivant Limited, RB Walton Park, Heathcote Road, Swadlincote, Derbyshire, DE11 9DU