

## Privacy Notice

Rentec Limited takes your right to privacy seriously and will always seek to comply with current Data Protection legislation.

This privacy notice is intended to set out your rights and answer any queries you may have about your personal data. If you need more information, please contact: [sales@rentec.ltd.uk](mailto:sales@rentec.ltd.uk)

"**Personal Data**" is information that can be used to identify you, directly or indirectly, alone or together with other information. This includes things such as your full name, email address, phone number, precise location, device IDs.

### Who we share your personal information with

We will not sell or transfer any personal information outside Rentec Limited, we may however share your personal information with these organisations:

- Agents and advisers who we use to help run your accounts and services, collect what you owe, and explore new ways of doing business
- HM Revenue & Customs, regulators and other authorities
- Our professional advisers such as our auditors and external legal and financial advisers
- Any party linked with you or your business's product or service
- Companies we have a joint venture or agreement to co-operate with
- Companies you ask us to share your data with

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if needed for the legal protection of our legitimate interests in compliance with applicable laws.

In the event that our business or any part of it is sold or integrated with another business, your details will be disclosed to our advisers and those of any prospective purchaser and will be passed to the new owners of the business.

### Sending data outside of the EEA

We will only send your data outside of the European Economic Area ('EEA') to:

- Follow your instructions
- Comply with a legal duty

If we do transfer information outside of the EEA, we will make sure that it is protected in the same way as if it was being used in the EEA. We'll use one of these safeguards:

- Transfer it to a non-EEA country with privacy laws that give the same protection as the EEA
- Put in place a contract with the recipient that means they must protect it to the same standards as the EEA
- Transfer it to organisations that are part of Privacy Shield. This is a framework that sets privacy standards for data sent between the US and EU countries. It makes sure those standards are similar to what is used within the EEA

### **Letting us know if your personal information is incorrect**

You have the right to question any information we have about you that you think is wrong or incomplete. Please contact us if you want to do this.

If you do, we will take reasonable steps to check its accuracy and correct it.

### **If you choose not to give personal information**

We may need to collect personal information by law, or under the terms of a contract we have with you.

If you choose not to give us this personal information, it may delay or prevent us from meeting our obligations. It could mean that we cancel a product or service you have with us.

Any data collection that is optional would be made clear at the point of collection.

### **How long we keep your personal information**

We will keep your personal information for as long as you are an employee, client or supplier of Rentec. We will not keep your personal information for any purpose for longer than is necessary and will only retain the personal information that is necessary in relation to the purpose. We are also required to retain certain information as required by law or for as long as is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our terms and conditions.

After you stop being an employee, client or supplier, we may keep your data for up to 10 years for one of these reasons:

- To respond to any questions or complaints
- To show that we treated you fairly
- To maintain records according to rules that apply to us

We may keep your data for longer than 10 years if we cannot delete it for legal, regulatory or technical reasons. We may also keep it for research or statistical purposes. If we do, we will make sure that your privacy is protected and only use it for those purposes.

### **Policy review**

We will review this policy and our personal data needs at least annually, and seek to minimise the personal data we hold, in line with current Data Protection legislation and the needs of the organisation.

### **How to get a copy of your personal information**

You can access your personal information we hold by writing to us at this address:

Rentec Limited  
Unit 3, Broom Road Business Park  
Broom Road  
Poole  
Dorset  
BH12 4PA