



R3 Safety & Rescue - GDPR Policy

This privacy policy sets out how R3 Safety & Rescue Ltd use and protect any information that you give us when you use our services (training provision or equipment supply). We are committed to ensuring that your privacy is protected.

Should we ask you to provide certain information by which you can be identified when using our services, then you can be assured that it will only be used for the purpose intended by you.

This policy sets forward how we will control or process any personal data that we collect in accordance with GDPR. Any data that we process for 3rd party companies will be in line with their own privacy policy.

1. What we collate

1. We collect the following information:

1. company names, course delegate names and job titles
2. contact information including email address, business phone numbers including mobile numbers if required
3. billing address information
4. other information relevant to course bookings or equipment purchases
5. employment specific information (employees only)
6. next of kin contact details



2. What we do with the information we collate:

1. We require this information to provide our clients with a better service, and in particular for the following reasons:

1. To allow us to prepare and personalize course paperwork and post course certification
2. We may use the information to improve our products and services.

3. Data Processing

1. The processing of your personal data is required in order for us to fulfil our contract with you as a training provider or equipment supplier

2. All personal data is stored on cloud systems to ensure their hosting and processing is completed in European datacenters

3. You have the right to or amend or remove your data with us at any time.

4. You have the right to lodge a complaint with the Managing Director or nominated deputy should you feel that we have processed your data incorrectly.

5. You have the right to request the information we hold on you.

6. Some of your personal data will be processed through automated processes such as exporting information to our accrediting body.



4. Security

1. We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have suitable procedures to safeguard and secure the information we collect.

5. Controlling your personal information

1. You may choose to restrict the collection or use of your personal information in the following ways:

1. whenever you are asked to complete booking form or participation form or book through our website, look for the tick box to indicate that you do not want the information to be used by anybody for direct marketing purposes
2. We will not distribute your personal information nor use it for any other purpose other than the purpose you have submitted your information for, unless we have your permission or are required by law to do so.
3. You may request details of personal information which we hold about you under the UK Data Protection Regulations (Currently GDPR). If you would like a copy of the information held on you please contact us by writing to us at R3 Safety & Rescue Ltd, The Old School, Glyndyfrdwy, Denbighshire, LL21 9HH or by email to info@r3sar.com.
4. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

This policy is effective from 1st May 2018.