

Privacy Policy

Trusted Experts in Responsible Construction

We do collect data to promote use of our products and services to you. For example, if we collect your Personal Information when you visit our website and do not sign up for any of the Service, we may send you an email inviting you to sign up or attend an event. If you use any of our Service or website and we think you might benefit from using another part of our Service we offer, we may send you an email about that. You can stop receiving our promotional emails by following the opt-out link included in every email we send.

In addition, we may use information we collect in order to advertise our products and/or Services to you or suggest additional features of our Services that you might consider using. In addition, we may use your Personal Information to advertise our Services to potential or other users like you.

We may send you informational and promotional content in accordance with your marketing preferences. You can stop receiving our promotional emails by following the opt-out instructions included in every email.

You have the right to withdraw your consent to Us using your personal data at any time, and to request that We delete it.

We do not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. See our Data Deletion Policy.

How and where do we store your data?

Your data will be stored in the UK on severs at our Registered Office, or at Company approved Data Centres in the UK in the case of our associated Websites and Mobile applications, in Non-Shared Hosting Environments.

No data personal or otherwise will be removed from our security framework without Company permission, and where permission is granted compliance to this privacy policy will be maintained. Any data used for processing or development will be held on secure servers at Company approved data centres or on the Registered Office Network

We retain data only for as long as necessary to provide the Services you have requested and thereafter for a variety of legitimate legal or business purposes. These might include retention periods:

- mandated by law, contract or similar obligations applicable to our business operations;
- for preserving, resolving, defending or enforcing our legal/contractual rights; or
- needed to maintain adequate and accurate business and financial records.

Use of Cookies?

Cookies and similar technologies on our websites and our mobile applications are used for Identification / Authorisation purposes, and these cookies may be used for website usage and analytics. We do use a form of this technology to track your internet usage for marketing or advertising purposes on our main corporate site www.rg-group.co.uk . Cookies allow us to provide important site functionality, so you don't have to re-enter lots of information. They also allow us to remember what links and pages have been clicked or viewed during a session. If you have provided us with personal data, completing a contact form for example, we may associate this personal data with other information. This will allow us to identify and record what is most relevant to you. By using your browser controls, you are always in control of the cookies we store and access on your computer. More information on how to control cookies and limit personal data processing can be found at http://www.youronlinechoices.com/uk/five-top-tips. For comprehensive information on how to change your cookie settings in a wide variety of different web browsers, visit http://www.aboutcookies.org.

Users can also control the use of cookies at the individual browser level. We partner with third parties to display advertising on our website or to manage and serve our advertising on other sites. Our third party partners may use cookies or similar tracking technologies in order to provide you advertising or other content based upon your browsing activities and interests. If you wish to opt out of interest-based advertising click http://www.youronlinechoices.eu/ or if located in the Americas click http://preferences-mgr.truste.com/.

Data about Usage of Services is automatically collected when you use and interact with our Services, including metadata, log files, cookie/device IDs and location information. This information includes specific data about your interactions with the features, content and links (including those of third-parties, such as social media plugins) contained within the Services, Internet Protocol (IP) address, browser type and settings, the date and time the Services were used, information about browser configuration and plugins, language preferences and cookie data, information about devices accessing the Services, including type of device, what operating system is used, device settings, application IDs, unique device identifiers and error data, and some of this data collected might be capable of and be used to approximate your location.

Supplemented Data may be acquired by Us, or by us on behalf of our clients, about you from other sources, including publicly available databases or third parties from whom data has been purchased, in which case we may combine this with data we have collected. This combined data will be used as per "How we utilise Information" below.

Beacons/Pixels: On our corporate website and in our marketing emails we use web beacons. When we send emails to Customers, we may track behaviour such as who opened the emails, who clicked the links and which pages of our website they have visited. This allows us to measure the performance of our email campaigns and to improve our Service and website. To do this, we include single pixel, also called web beacons, in emails we send. Web beacons allow us to collect information about when you open the email, your IP address, your browser or email client type, and other similar details. We also include Web Beacons in the emails we deliver for you. We use the data from those Web Beacons to create reports about how your email campaign performed and what actions your Contacts took. Reports are also available to us when we send email to you, so we may collect and review that information.

Cookie / Storage token list Google Anaylitics

These cookies provide information about how visitors use our site. These cookies collect information in an anonymous form.

Comunigator – wowanonimousid

The cookie tracks company IP's, website history and additional contact info.

GatorLeads

GatorLeads is a tool that identifies the business or organisation that website visitors belong to, based on a reverse IP Lookup. GatorLeads also uses cookies to process this identification, and personal information about individual users is stored. Cookies used by GatorLeads store information about your current web browsing session (pages viewed, time on site etc) and the dates and times of previous website visits.

Email Marketing Post-Click Tracking Cookies

These cookies are used to report on the pages that have been viewed by visitors to the site who have followed links from our email marketing campaigns. This analysis helps us to understand additional content that is viewed by the contacts in our database and therefore allows us to improve and tailor future campaigns to those contact's specific areas of interest.

How we utilise information

We strongly believe in both minimising the data we collect and limiting its use and purpose to only that (1) for which we have been given permission, (2) as necessary to deliver the Services our clients have requested, or (3) as we might be required or permitted for legal compliance or other lawful purposes. Any services we provide will reflect these principles. These uses include:

Delivering, improving, updating and enhancing the Services we provide to you. We collect various information relating to use and/or interactions with our Services. We utilise this information to:

The creation of any Contractual relation we are considering with you;

- The execution of any contract (s) we have with you, including communication during works, payments, and any legal requirements etc;
- Improve and optimise the operation and performance of our Services (again, including our Websites and Mobile Applications);
- Diagnose problems with and identify any security risks, errors, or needed enhancements to the Services;
- Detect and prevent fraud and abuse of our Services and Systems; and
- Collecting aggregate statistics about use of the Services.

Sharing with trusted third parties. We will not share any data we collect or entrusted to us by our Employees and Sub Contractors with any third party unless we first ask those users permission.

Compliance with legal, regulatory and law enforcement requests. We cooperate with government and law enforcement officials and private parties to enforce and comply with the law. We will disclose any information about you to government or law enforcement officials or private parties as we, in our sole discretion, believe necessary or appropriate to respond to claims and legal process, to protect our property and rights or the property and rights of a third party, to protect the safety of the public or any person, or to prevent or stop activity we consider to be illegal or unethical.

To the extent we are legally permitted to do so, we will take reasonable steps to notify you in the event that we are required to provide your personal information to third parties as part of legal process.

How you can access, update or delete your data

The limited amount of person information we collect can be accessed, updated or deleted by contacting the DPO for Contractors and Sub Contractor, or via the DPO and HR Department for Employees

Contact us

Data Protection Officer: Mick Mullarkey – Director (<u>mick.mullarkey@rg-group.co.uk</u>) or via letter at our Registered Address.

We will respond to all requests, inquiries or concerns within thirty (30) days.