

## Rimes & Co Limited – Privacy Policy

This policy deals with the European Union's General Data Protection Regulations (GDPR), and its requirements regarding the collection and use of your personal data by Rimes & Co Limited.

### Who we are

Rimes & Co is the trading name of Rimes & Co Limited, a Private Limited Company.

Rimes & Co Limited's registered office is:  
15 Bowling Green Lane  
London  
EC1R 0BD

Tel: 01527 558 410

Fax: 01527 558 411

Email: [info@rimesandco.co.uk](mailto:info@rimesandco.co.uk)

### Your rights

If you believe any information we hold/process about you is incorrect, you can request to see this information and have it corrected or deleted. If you feel that your information has been mishandled and wish to raise a complaint you may contact us via email at [info@rimesandco.co.uk](mailto:info@rimesandco.co.uk). This will then be investigated.

If, after this, you are still not satisfied or believe that we are failing our GDPR obligations, you can lodge a complaint with the Information Commissioner's Office (ICO).

Under GDPR legislation, in certain circumstances, you are within your rights to:

1. Request access to the personal data we hold on you. You can request a copy of the personal data we hold about you or ensure that your personal data is correct by contacting us at [info@rimesandco.co.uk](mailto:info@rimesandco.co.uk) or by writing to;

Rimes & Co Limited  
3 The Courtyard  
Hanbury Road  
Stoke Prior  
Bromsgrove  
B60 4DJ

2. Request correction or update of any personal information that we hold about you. We have an obligation to ensure that the information we hold about you is complete and accurate.
3. Request to have your personal data deleted where there is no good reason for us to continue to hold or process it.
4. Object to processing of your personal data that is likely to cause or is causing damage or distress.
5. Data portability.
6. Withdraw your consent to the processing at any time for any processing of personal data to which consent was sought.
7. Lodge a complaint with the Information Commissioner's Office. You can write to;

Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745

Website - <https://ico.org.uk/concerns>

## **Correction to personal data and access**

- to prevent processing for direct marketing;
- to object to decisions being taken by automated means;
- in certain circumstances; and
- to claim compensation for damages caused by a breach of the General Data Protection Regulations.

If you have any concerns about the way in which we collect or retain personal data, you can in the first instance, raise your concerns with us or, alternatively, you can contact the Information Commissioner's Office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

## **Data Collection**

The type of personal data that we collect about you will include personal information such as name, postal address, email address, telephone numbers, IP address, company name, job title and profession. In addition, in respect of employees of cases that we are dealing with, either formally or informally, we will collect additional personal data such as national insurance numbers, tax codes, salaries and date of birth.

## **Data Usage**

We may use personal data held about you to enable us to comply with our legal obligations in respect of cases we are dealing with or to comply with employment legislation, to process any request or enquiry you make and, with agreement, to provide you with technical information or details about products or services that we think may be of interest to you.

All personal data received will be handled and processed by Rimes & Co staff. We may share your personal data with third parties. We will only share personal data where there is a legal requirement to do so or when we consider it is necessary. The information below will give further details on where your information could be shared if necessary.

We may also process your personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing of your data in connection with providing you with services.

We will contact you with information about relevant services, events and industry information. You can opt out from receiving this information at any time.

In the instance that your information was used for any other purpose than listed above, we will obtain your explicit consent before proceeding. We will take all reasonable steps to make sure your personal data is safe.

## **How long will we keep your data?**

We will use all reasonable efforts to securely store your personal data that we collect about you.

We review our retention periods for personal data on a regular basis. We will hold any personal data about you only for as long as is necessary to fulfil the purposes for which such data was obtained. We are legally required to hold some personal data to fulfil our statutory obligations for specific periods.

Where there is a legal requirement to hold personal data; (1) in respect of data relating to a case that we have dealt with, personal data will be held for a period of up to seven years from the date of ceasing to act in respect of such cases, and (2) in respect of employees' personal data, this will be held for a period of up to two years from employment ceasing or application for employment was received.

If you have consented to receiving marketing materials from us, the information gathered for this purpose will remain active until we are notified that you no longer wish to receive marketing information from us. You can opt out at any time.

### **Sharing your data**

We will only share your personal data with any external parties where legally necessary or with your consent to do so. Internally, this information will only be shared with those who require this in order to complete a task relating to your data.

Typically your data will be shared internally with staff members in Rimes & Co. Where appropriate, personal information may be disclosed to law enforcement, regulatory or others to comply with legal or regulatory obligations or requests.