



**Privacy Notice: [www. thisisrs.co.uk](http://www.thisisrs.co.uk)**

The Website is operated by R&S Building Services Engineers Ltd, (R&S). We take your privacy and the security of the information that you have provided very seriously, therefore we have generated this privacy notice to explain to users of the website:

- The type of information we collect about users of the website;
- What we do with the information provided;
- Who we share the information with;
- The rights of the user.

**Personal Information We Collect.**

The personal information that is held on the website is limited to individual who have been given access to the Client Section of the Website. The information collected is commercial in nature. Namely, user:

- Names;
- Company Details;
- Business Email Addresses;
- Business Telephone Numbers.

This information is collected by the R&S employee requesting access for the user, from the user, before access is given. The information is added to the user profile when the profile is built. Once the building of the profile is complete, the user is notified that they have been given access to the Client Section of the website and is given a username and password.

With this access the user can log onto the website and alter the information stored on the website as they see fit.

**Use of Personal Data.**

R&S Building Services Engineers Ltd uses the information collected to:

- Build the user profile; which in turn limits the area that the user can view to the project on which they are working;
- Contact the user as part of/in reference to the joint commercial enterprise the two parties have undertaken.

We do not:

- Share the information with any third party unless permission is obtained from the user;
- Use the information in any manner other than that described above.

**Access to the Information.**

Personal information can be accessed by R&S employees who have been given the respective level of access on the website and by the user. It is not visible to other users of the website.

### **Rights of the User.**

All users have the right to:

- Request a copy of personal information which relates directly to them;
- Request correction of errors and omissions;
- Request that R&S stop sending communications;
- Have the information deleted and the user profile removed from the website.

### **How to Contact Us.**

If you have any questions relating to this policy, the information that we hold about you or you want your user profile deleted from the website, please contact us by:

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

Post: R&S Building Services Engineers Ltd  
Unit 4A Astwoods Business Centre  
The Staverton Connection  
Gloucester Rd  
Staverton  
Gloucestershire.  
GL51 0TF