

PRIVACY POLICY



Approved by: Andrew Liles, Director

Signed:

A handwritten signature in black ink, appearing to read 'A Liles', is positioned above the 'Signed:' label.

Approved by: Tim Benson, Director

Signed:

A handwritten signature in black ink, appearing to read 'T Benson', is positioned above the 'Signed:' label.

Date effective: June 2019

Next date of review: June 2022

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Introductions

We respect and are committed to protecting your privacy. This Privacy Policy lets you know how personally identifying information (“personal information”) you provide us or collected through this site is processed and used.

Collection, Use and Disclosure of Personal Information

You may choose to provide your name and e-mail address to us by contacting us through this website. R-Outcomes will not sell, share or rent your personal information to others except with your consent; when we need to share the information to provide a service you have requested; or to enable a third party to provide services to us and then only to provide those services. We also will disclose personal information to enforce our rights, to prevent fraud or when required by law, judicial process or other legal order to do so.

Where is information held?

Data will be stored in a range of different places, including our web server and on other IT systems (including email).

E-mail Communications

You will receive email correspondence from us if you have contacted us and we also may send you periodic email communications on matters that you may find of interest.

Cookies

A cookie is a piece of data stored on your hard drive. Our cookies contain no personal information about you. Among other things, cookies help keep track of data you have entered during the session for your convenience.

Accessing and Updating Your Personal Information

You can ask us what information we hold about you by contact us via tim.benson@r-outcomes.com. Please keep your information up-to-date by letting us know of any changes.

Your Rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where we are relying on legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact us on tim.benson@r-outcomes.com. If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

Security

We maintain physical, electronic and procedural safeguards intended to protect against loss, misuse or unauthorized access to your personal information. Except as otherwise stated in this Privacy Policy, we restrict access to your personal information to those employees and contractors who reasonably need to come into contact with that information to provide products or services to you, and they may use it only for that purpose.

Changes to this policy

We may change our Privacy Policy from time to time so please check back periodically.

Policy review

This policy will be reviewed every three years (or sooner if new legislation, codes of practice or national standards are introduced).