

## **RUTHERFORD'S PRIVACY POLICY STATEMENT**

I/We, Rutherford's Bailiffs and Collection Services Ltd are committed to respecting and protecting the privacy of anyone using our site and the confidentiality of any information that provided to us. The purpose of this statement is to set out how we use any personal information that we may obtain from you.

### **General Data Protection Regulation (GDPR) 25 May 2018**

We are registered under the General Data Protection Regulation - ICO Registration Number ZA234027 - and we hereby comply with the Regulation in all our dealings with your personal data.

### **Collection and Use of Personal Information**

In general, you can visit our website without telling us who you are and without revealing any information about yourself. If, however, you use our site you will need to register and you will be asked to provide certain information such as your contact details. We will store this data and hold it electronically or otherwise.

We may use information you provide:

- To register you on our website and to administer those details.
- For assessment and analysis, e.g., marketing and customer service analysis, to enable us to review, develop and improve our processes. We may also share your data with relevant third parties in order for them to provide information about their services to you.

If you do not want us to use your data in this way, or to pass your details on to third parties, please tick the relevant box on the form from which we collect your data.

We may disclose your personal data to third parties:

- In the event we sell or buy any business or assets, in which case we may disclose information you have provided to us to the prospective buyer or seller.
- If we are under a legal duty to disclose or share your personal data in order to comply with, or meet any, legal obligation.
- In cases where we are working with any third parties upon your instruction.

### **Marketing**

We would like to be able to send you information about any of our additional services or those of other companies with whom we work, which we think may be of interest to you.

You have a right at any time to stop us from contacting you for marketing purposes, or from giving your information to other companies for this purpose.

If you no longer wish to be contacted with marketing information, please opt out by sending an email to [info@rutherfords.co](mailto:info@rutherfords.co)

## Cookies

We collect information directly from you in a number of ways. One is through our use of 'cookies'. Most websites use cookies in order to make them work, or to work more efficiently, as well as to provide information to the owners of the website. They help us to understand how our customers and potential customers use our website so we can develop and improve the design, layout, contact and function of the site. Cookies are small text files that are placed on your device's hard drive by the websites that you visit. They save and retrieve pieces of information about your visit to the website, for example, how you entered the site, how you navigated through the site and what information and documentation was of interest to you. This means that when you return, it can give you tailored options based on the information stored about you during your last visit, thereby personalising your experience.

Some of our cookies are used to simply collect information about how visitors use our website, and these types of cookies collect the information anonymously.

When there is a login process relating to buying services from us, we also use cookies to store personal registration details so that you do not have to provide it to us again on subsequent visits.

The rules about cookies on websites have recently changed. If you are uncomfortable with the use of cookies, you can disable them on your device by changing the settings in the preferences or options menu in your browser. You can set your browser to reject or block cookies or to tell you when a website tries to put a cookie on your device. You can also delete any cookies that are already stored on your device's hard drive. However, please be aware that if you do delete or block all cookies from our website, some elements of the site will no longer work. This is because some of the cookies we use are essential for part of our website to operate. Likewise, you may not be able to use some products and services on other websites without cookies.

To find out more about cookies, including how to check for existing cookies and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

If you do not wish to accept cookies from our website, please leave the site immediately and delete and block all cookies from this site. Alternatively, you can opt out of receiving information from us by email at [info@rutherfords.co](mailto:info@rutherfords.co), by phone on 0333 567 7080, or by post at the address below.

## Other Websites

Our website contains links to other websites. This *Privacy Policy* only applies to this website so if you link to another website from this one, you will need to read the privacy policies on that linked site.

## Security

We endeavour to take all reasonable steps to protect your personal information. However, we cannot guarantee the security of any data that you disclose online, and we will not be responsible for any breach of security unless this is due to our negligence or wilful default.

## Your Rights

You have the right to ask us not to process your personal data for marketing purposes. We will aim to inform you before collecting your data for such purposes or if we intend to disclose your information to any third parties for such purposes. You can exercise your right to prevent this happening by ticking the relevant boxes on the forms we use to collect your data.

You have the right to see any personal data (as defined under the General Data Protection Regulation) that we keep about you upon receipt of a written request. Any such request should be sent for the attention of:

Ms Michala Rutherford  
Rutherford's Bailiffs and Collection Services Ltd  
7-9 The Avenue  
Eastbourne  
East Sussex  
BN22 3YA

## Changes to Our Privacy Policy

We keep our Privacy Policy under regular review, and we will place any updates on this web page as and when required.

This Privacy Policy was last updated on 15 February 2018.

## Questions about our Privacy Policy

Please contact us if you have any questions about our *Privacy Policy* or regarding any of the information that we hold about you.