



Rhino Aluminium Limited

# PRIVACY NOTICE

## Table of Contents

1. Document Control.....	2
2. Amendment History .....	2
3. Distribution and Sign Off .....	2
4. Copyright Notice.....	2
5. Licence Terms.....	2
6. Disclaimer .....	3
7. Privacy Notice.....	3
7.1 Who are we? .....	3
7.2 What Personal Data we collect and why? .....	3
7.3 What are your rights? .....	4
7.4 Data Security.....	4
7.5 Storing of Personal Data .....	4
7.6 Third Parties .....	5
7.7 Data Transfers.....	5
7.8 Links to third party websites.....	5
7.9 Advertising and Market Research.....	5
7.10 Cookies.....	5
7.11 Disclosures .....	6
7.12 Contacting us .....	6
7.13 Privacy Notice Amendments.....	6

## 1. Document Control

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DocumentStorage Location	

## 2. Amendment History

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Version No	Date	Author	Summary of Changes

## 3. Distribution and Sign Off

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Name	Role	Distribution	Sign off

## 4. Copyright Notice

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## 5. Licence Terms

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## 6. Disclaimer

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Your use and reliance on this document is at your sole risk. This document is intended to be used as a starting point only from which you will create your document to which you will apply all the reasonable quality checks. It is your responsibility to ensure that the content of the document you create is based on our checklist/templates is correct and appropriate for your needs and complies with relevant laws of your country. You should take all reasonable and proper legal and other professional advice before using this document. EnableGDPR makes no claims or promises or guarantees about completeness, accuracy or adequacy of our documents, assumes no duty of care to any person with respect to this document or their contents, and expressly excludes and disclaims liability for any cost, expenses, loss or damage suffered or incurred in reliance on our document, or in expectation of our documents meeting your needs, including (without limitation) as misstatements, errors or omission in their contents.

## 7. Privacy Notice

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Your privacy is important to us. This notice sets the minimum standards that Rhino Aluminium Limited has set with respect to data privacy. This aligns with the applicable laws and regulations.

Rhino Aluminium Limited values personal data entrusted to us, and we are committed to collecting, using, retaining, and disclosing personal data in a fair, transparent, and secure way.

### 7.1 Who are we?

We are Rhino Aluminium Limited registered in England under the company registration number 08368760. Our registered office is at Unit 5b Millennium Way, Thanet Reach Business Park, Broadstairs Kent CT10 2QQ.

### 7.2 What Personal Data we collect and why?

Rhino Aluminium Limited shall only collect personal data that is of minimum requirement to support our business activities. Rhino Aluminium Limited shall only collect personal data by fair, lawful and transparent means. Rhino Aluminium Limited shall be transparent with individuals about how we use their personal data, why we use it and who the personal data is shared with.

Below we describe the categories of personal data we process, how we collect them, explain where we get the data if it was not obtained through channels other than directly from you, explain the purposes for which we process your data and the legal basis on which we do so.

Rhino Aluminium Limited collects, stores, and uses information about your use of our website and services via our web analytics provider. The data processed in such a way may include your IP address, machine specific details, where you came to our site from, your activities on our site etc. The purpose of processing this information is so we can understand how users use our website and help improve their online experience. The legal basis for this processing is lawful and legitimate interest.

Rhino Aluminium Limited collects, stores, and uses information that you supply to us to hold an account with us to make use of our services. This information may include your name, email address, phone number, address etc. This information may be obtained directly from you. This information is essential for us to provide you, our service and is the purpose. The legal basis for this processing is contractual. It allows us to fulfil our contract to you. (For example invoice address, delivery address and warrantee of goods)

Rhino Aluminium Limited collects, stores, and uses information that you provide to us during a transaction on our website. This information may include your address, email, and phone number. The legal basis for this processing is for contractual and legal obligation for us to complete the full service.

Rhino Aluminium Limited collects, stores, and uses information that you provide for communication email/telephone calls regarding your purchase. The legal basis for this processing is for contractual, legal obligation, and legitimate interest.

### 7.3 What are your rights?

You have the following rights under GDPR with respect to your personal data:

- Right to access your personal data
- Right to be informed about personal data we have on you and why we have them
- Right to rectification of any personal data we hold on you
- Right to be forgotten
- Right to restrict processing and object to processing of your personal data
- Right to have your personal data transferred to yourself or to another business in certain circumstances.

The rights that apply will depend on the specific legal basis and purpose for which the personal data is processed.

Rhino Aluminium Limited shall respond, within a reasonable time as required by law, to any requests from you in exercising your rights as mentioned above. In most cases, Rhino Aluminium Limited will make this information available to you free of charge as required by the applicable laws.

Please address requests exercising your rights to our Katie Carless via email or by post with details from the 'Contacting us' section of this notice.

Katie@rhinoaluminium.co.uk

You have the right to make any complaints about how we process your personal data to the Information Commissioner's Office (ICO) here: <https://ico.org.uk/concerns/>.

### 7.4 Data Security

Rhino Aluminium Limited shall have safeguards in place to protect your personal data from:

- theft or loss
- unauthorized access
- illegal copying, modification, or tampering
- improper retention or destruction
- loss of integrity.

Only authorised employees of Rhino Aluminium Limited will have access to your personal data and for specific authorised purposes. Please report any suspicious activities to the line managers or to Katie Carless – [katie@rhinoaluminium.co.uk](mailto:katie@rhinoaluminium.co.uk).

### 7.5 Storing of Personal Data

Rhino Aluminium Limited has processes in place to ensure that any personal data we hold on you, will only be kept for as long as necessary for the purposes for which they are used.

## 7.6 Third Parties

Rhino Aluminium Limited has processes in place to ensure that third parties or suppliers undergo a due diligence process to assess privacy risk and to make sure they are compliant with the applicable laws. Rhino Aluminium Limited shall have written contracts with third parties that contain appropriate privacy clauses. Rhino Aluminium Limited will share your details with Review.co.uk for lawful and legitimate reasons to receive feedback on our services.

## 7.7 Data Transfers

Rhino Aluminium Limited shall have a process in place to transfer personal data with adequate protection and safeguards. Rhino Aluminium Limited shall obtain consent from individuals before transferring their personal data.

## 7.8 Links to third party websites

Rhino Aluminium Limited website may contain links to third-party websites. If you follow a link to any of those websites, please note that they have their own privacy policies and we do not accept any responsibility or liability for their policies. Please check their policies before you submit any personal data.

## 7.9 Advertising and Market Research

Rhino Aluminium Limited may use your personal data for advertising and marketing purposes if this is consistent with the purpose for which the data is collected. We will explicitly ask your consent with an opt-in, where data is processed for such a purpose.

## 7.10 Cookies

Rhino Aluminium Limited uses cookies on our website. Please see below for more details.

### **COOKIE POLICY**

#### **INFORMATION ABOUT OUR USE OF COOKIES**

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. [By continuing to browse the site, you are agreeing to our use of cookies.]

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

We use the following cookies:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.
- **Analytical/performance cookies.** They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- **Targeting cookies.** These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the

advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

[Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies]

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site

### **7.11 Disclosures**

Rhino Aluminium Limited reserves the right to disclose information about you:

- as required by law
- in connection with any legal action
- to defend our legal rights including fraud prevention and reducing credit risk

### **7.12 Contacting us**

You can contact us by post writing to the following address: Unit 5b Millennium Way, Thanet Reach Business Park, Broadstairs Kent CT10 2QQ or by emailing us at [info@rhinoaluminiumco.uk](mailto:info@rhinoaluminiumco.uk).

### **7.13 Privacy Notice Amendments**

Rhino Aluminium Limited reserves the right to update this privacy notice from time to time, at any given time without announcement. You are encouraged to periodically review this notice to be informed of how Rhino Aluminium Limited is protecting your information.