

# ROBERTS FOODSERVICE PRIVACY POLICY

Roberts Foodservice Limited ("We") are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

By visiting [www.robertsfoodservice.co.uk](http://www.robertsfoodservice.co.uk) and by providing personal data to us, you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 2018 (the Act), the data controller is Roberts Foodservice Ltd. 9 The Grove Trading Estate, Dorchester, Dorset DT1 1ST

## Information we require

We may collect the following information:

- Name
- Company name
- Job Title
- Contact information including: postal address, email address, telephone/mobile number.
- Other information relevant to specific customer requirements and order processing.

## How we use this information

We require this information to provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may send promotional emails about new products, special offers or other information which we think you may find interesting using the address or email address which you have provided.

## **How you're protected**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, your order or information is processed using secure managerial procedures.

## **Third Parties**

We will only disclose your information.

Where we are required to do so by the Courts or to comply with other legal, statutory and/or regulatory obligations and for credit reference purposes.

Or at your request.

## **Access to information**

The GDPR May 2018 gives all individuals the right to view, amend or delete personal information that we hold. Please note that any request for this information may be subject to payment of £10 which covers our administrative costs. Please contact us if you wish to make such a request.

Version 1- Updated April 2018