

Privacy Policy

RLC LTD values the personal information you provide to us and wouldn't want to use your personal data in a way that you wouldn't expect. This Privacy Notice explains how we protect your privacy and how you control the use of your personal information. Having read this information, if you want to change the way in which we use your data or if you have a question about how your personal information is used please contact the Data Controller: RLC LTD using the methods below:

Email the RLC LTD Data Protection Co-ordinator: info@rlclab.com

Postal address:

RLC LTD, ATIC Innovation Centre, Oakwood, Loughborough LE11 3QF

Our ICO Registration Number is: **A8346507**

Where and how we collect your personal information

When you fill in a form on our website

Contact us via phone

Contact us via email

Meet with one of the team

What type of information do we hold

Company name

Company addresses

Contact names

Phone numbers

Email addresses

The nature of the business/institute

The above list is not exhaustive and we may periodically require additional information in order to satisfy our legal and regulatory obligations. Where additional information is required we will provide you with a reasonable explanation of why it is required unless we are prevented from doing so by law.

The information we hold about you may be used in any of the following ways:

To provide and to improve our services to you

To send you further information about our services for which we think you may have an interest

To send you further information about our services based on a request we have received from you

To fulfil our obligations to you

To provide you with notification about any changes to our services relevant to you

For legitimate interests and as necessary for contractual performance

Important: for the free STEM service we operate we will share contact data with our co-sponsors to monitor and ensure we are reaching a wide geographic and socioeconomic target

We will ensure that your information will be protected against unauthorised access and kept confidential. We do not sell, rent or lease the information we collect from you to any other third parties.

Right to be forgotten

If we no longer have a legal basis to process your personal information or if the legal basis that we are relying on is consent and you subsequently withdraw your consent then we will stop processing your personal data. To the extent that you no longer wish to be contacted by us we will need to maintain a record of that to ensure that we do not contact you again in the future.

You retain the right to request us to refrain from processing your personal information for the purposes of marketing. To exercise such right, you may reply to any information we send you, detailing your request that we refrain from sending any further marketing correspondence, by clicking the unsubscribe link on marketing correspondence received, or you can exercise this same right by contacting us electronically via email at info@rlclab.com

Third Party sites

We may at times provide links on our site to third party websites. These websites have separate privacy policies, and we therefore cannot accept any responsibility for the content. As such, choosing to follow these links is a choice you make at your own risk, and we advise that you check these websites' individual privacy policies before submitting any personal information.

Maintenance of records/accuracy

We are required to maintain your personal information accurately. If you believe any of the personal information that we process is inaccurate you are entitled to contact us to correct any inaccuracies at info@rlclab.com. Where we agree that the personal information held by us is inaccurate we will correct such inaccuracies without undue delay.

Cookies

We use Cookies to obtain information about the preferences of our visitors and the services they select.

You remain entitled to refuse cookies by adjusting your browser settings accordingly. Doing so however may restrict your access to certain areas within our site. Unless you adjust your browser settings to refuse cookies, our system will issue cookies when you visit our site.

We reserve the right to update this Policy from time to time, with any updates published on our site. We therefore encourage you to review our Policy periodically for the most up to date information on our privacy practices. We will not however substantially change the way we use personal information you have already provided to us without the appropriate prior agreement. By continuing to use our site after a Policy change you are indicating your acceptance of the revised Policy terms.