

Robert Lombardelli Partnership Limited

Data Privacy Policy

Version 1 – May 2018

1.0 INTRODUCTION

The Privacy Policy employed by Robert Lombardelli Partnership Ltd has been developed as an extension of our commitment to combine quality services with the highest level of integrity in dealing with our clients, partners, suppliers, and staff.

RLP are required to handle personal data on our clients, partners, suppliers and employees within the requirements of the GDPR.

2.0 PROCESSING DATA:

RLP will only process personal data if there are legal grounds for doing so, either by Consent, Contract, Legal Obligation, Vital Interests, Public Task or Legitimate Interests. We only use them for the purposes of providing our Professional Services and we do not transfer them to anyone else, except in the course of our business. Your details are held securely and are managed properly, in line with our Data Protection Policy, which can be provided on request.

3.0 WEBSITE STATEMENT OF INTENT

RLP collects no personal information when individuals visit our web site unless they choose to provide this information to us. We do not collect personal information for any purpose other than to respond to the individual. We do not collect information for commercial marketing. We treat the information in accordance with the General Data Protection Regulations and RLP adhere to the rules for individual subject rights under the GDPR.

4.0 WEBSITE ACCESS LOGS & COOKIES

Our host web server collects and saves only the conventional information customarily logged by web server software. Specifically, for each access: the date and time, the originating IP address, the object (ie page, image, script, document, etc) requested, and whether or not that request was fulfilled by the server. We analyse these logs from time to time to monitor and assess the traffic patterns to our web site: the hits, the number of pages served, and the level of demand for pages of interest each month. This activity does not specifically identify people personally. To provide content of interest to our website users, we may link from our web site to other sites, and once that link is followed to another site the person will then be subject to the privacy policy of the new site.

5.0 WEBSITE INTELLECTUAL PROPERTY

The copyright in this web site is owned by Robert Lombardelli Partnership Ltd. No part of it may be reproduced, distributed, adapted, modified, republished, displayed, broadcast, hyperlinked, framed or transmitted in any manner or by any means or stored in an information retrieval system without the prior written permission of Robert Lombardelli Partnership Ltd. Implied licence is granted to download, and print the materials on this website for personal, non-commercial use only provided that none of the material is modified by the website user and the website user retains all copyright notices contained in the material.

6.0 RETENTION PERIOD:

RLP's data retention periods are outlined in our Data Protection Policy, which is available upon request.

7.0 ACCESS TO YOUR PERSONAL INFORMATION

Individuals have the right to request a copy of the personal information held by Robert Lombardelli Partnership Ltd about themselves and to have any inaccuracies corrected.

Please address requests to:

Robert Lombardelli Partnership Ltd
Company Secretary
St Luke's House
5 Walsworth Road,
Hitchin, Hertfordshire,
SG4 9SP

Or e-mail requests to: rlp@rlpsurveyors.co.uk

8.0 WEBSITE DATA PRIVACY NOTICE

When the RLP website is accessed, a Privacy Notice is displayed for persons using the website and they are offered a link to view the Privacy Notice and Privacy Policy.

9.0 DATA PROTECTION POLICY

Full details of our Data Protection Policy are available upon request.