



Website Privacy Notice

September 2021

Version 2

(The most up to date version of this Website Privacy Notice can be found on our website: www.rtcgroupplc.co.uk)

Contents

Introduction	2
Contents of this Website	2
Liability and Disclaimer	2
Intellectual Property Rights and Copyright	2
Trademarks	3
Links	3
Submission of Information to the Website	3
Firewalls	3
Cookies	3
Complaints and Contacts	4
Document Control	5

Introduction

The use of, access to, or the submitting of information to RTC Group (www.rtcgroupplc.co.uk) website shall be deemed acceptance of these terms and conditions ('Terms').

RTC Group reserves the right to alter these terms of use from time to time and the continued use of, access to or the submitting of information to the website will be deemed acceptance of the altered Terms.

RTC Group in its sole discretion shall determine your compliance with the above and shall have the right to prevent you from using the website and/or to delete from the website immediately and without prior notice any material that it deems not to comply or to be objectionable for any reason.

As the services on the website are made available to users and clients immediately, you do not enjoy any cancellation or "cooling-off" rights in relation to these Terms. Additional Information on your Data Projection rights under the EU GDPR can be found in the relevant RTC Group Privacy Notice, which can be found [here](#).

Contents of this Website

All information contained on the website is for general information purposes only and may be altered at any time by RTC Group without notice.

Liability and Disclaimer

The information contained on this website including any company information is given in good faith.

RTC Group uses all reasonable efforts to ensure that it is accurate and gives no representation or warranty in respect of such information and all such representations and warranties, whether express or implied, are excluded.

Intellectual Property Rights and Copyright

All copyright and other intellectual property rights in the contents of the Website (including the design of the website) are the exclusive property of RTC Group and accordingly all rights are reserved. Visitors to the website are only permitted to copy, print or download information from the website for personal use and may not download, copy or print any of the pages for any business purpose.

Trademarks

All trademarks, logos, software or any other of its intellectual property rights are the exclusive property of RTC Group and visitors do not have any right to use these trademarks without the express permission of RTC Group.

On occasion, this website may contain third party trademarks from time to time and visitors do not have any right to use such third party trademarks without the express permission of that third party.

Links

The website may contain links to third party websites from time to time and all such links are provided for information purposes only. RTC Group is not responsible for the content of or the accuracy of information contained on such websites and hereby excludes all liability for any claims, loss, demands or damages of any kind arising as a result of accessing third party websites from the links contained in the website.

Submission of Information to the Website

Any Information submitted to this website, either through the contact us links or through our RTC Group of companies websites, will be handled in accordance with the Data Protection Laws and the relevant RTC Group Privacy Notice which can be found [here](#).

Firewalls

Occasionally our site is blocked by a firewall. If you are using a personal firewall stopping and restarting the firewall may fix the problem. If it is a corporate firewall you may wish to contact your organisation's IT department.

Cookies

Use of Cookies

The RTC Group website www.rtcgroupplc.co.uk (the "website") uses cookies. Cookies are small data files which the website places on your computer or handheld device. This is normal practice for websites. Cookies are essential to help us provide a high quality website. By collecting information through cookies and other automated means on our website, we learn how to best tailor the website to our visitors.

The cookies that we use and why

We use third party cookies to analyse your visiting patterns on our website and other trends and statistics regarding your use of our website and the websites from which you visited us (referrers). These cookies are set by Google Analytics. Using these cookies helps us deliver the best web experience for you, and to understand what our readers are looking at so that we can produce more of the right kind of content. Our use is subject to Google's current cookie policy, which you can find here <http://www.google.com/analytics/learn/privacy.html>. We do not use cookies to track your Internet browsing activities before or after you visit the website

Consent to use cookies

By browsing and using our website, you consent to the above cookies being used in the way described in this Cookie Policy. If you do not consent, you can disable cookies by adjusting your browser settings or stop using the site. If you want to disable cookies you need to change your website browser settings to reject cookies.

Complaints and Contacts

In the event that you wish to make a complaint about how your personal data is being processed by the RTC Group or how your complaint has been handled, you have the right to lodge a complaint directly with the ICO and RTC Group Data Protection Representative.

The details for each of these contacts are:

	SUPERVISORY AUTHORITY CONTACT DETAILS	RTC GROUP CONTACT DETAILS
CONTACT	Information Commissioners Office (ICO)	Group Data Protection Representative
ADDRESS	Wycliffe House Water Lane Wilmslow SK9 5AF	Derby Conference Centre London Road Derby DE24 8UX
EMAIL/ONLINE	https://ico.org.uk/concerns/handling/	DPR@rtcgroupplc.co.uk

Document Control

V	DATE	AMENDMENTS	APPROVED BY	SIGNATURE
2	Sept 2021	Updated layout, revised document control	Lisa Bacon	