

# **UR Group Privacy Policy & GDPR Compliance**

### **Overview**

The UR Group comprises of regional sales offices and service centres located throughout Europe.

UR Group have developed the following privacy statement for the purpose of providing you with details of how we will collect, store and use the personal data you supply to us.

Personal data is defined as information which relates to identifiable living individuals. UR Group will act in accordance with current legislation and meet current best practice regarding the processing of personal data.

## **Collection of personal data:**

By using UR Group websites, or by contacting us by phone, email or in person, we may ask you to provide certain personal data. During exhibitions / trade shows / events or other networking functions we attend, we may collect your personal information from your business card. When using UR Group websites, you may be asked to enter your personal details.

In all of the above mentioned, we may collate and process personal data received in accordance with this Privacy Policy. Providing this information to the sources mentioned will be accepted as consent to its use and stored in accordance with the provisions of this Privacy Policy. We may also collect information about your computer when using our websites, including your IP address, operating system and browser type where available.

#### Our use of personal data:

UR Group will only use your data for the purposes for which it is provided or consented for. By providing your name, address, email address and telephone number we can contact you about the services which we provide. If you wish to opt out at any time please contact us.

You may be contacted in the future with information about services we offer or send you information about products and services developed by UR Group in association with third

parties. We do not distribute any information you have provided or will allow third parties to use the data we collect unless we believe it is reasonably necessary to comply with laws and regulations of government. If you would prefer your information not to be used in these ways please contact us so we may remove your personal data.

## Storage and correction or personal data:

UR Group will retain the personal data it holds subject to our retention policies or until you send us notice that you no longer wish us to retain this data. We are obliged to supply to you, on request, with a copy of the personal data we hold about you. If you wish to exercise this right, please contact us as set out in the previous paragraph. If we have any incorrect information, please notify us as soon as possible and we will then correct our records accordingly.

## **UR Group adheres to the GDPR legislation:**

UR Group have put measures into place to ensure all of the personal data which is received to be kept private and only utilised in accordance with GDPR. Every member of staff within UR Group must adhere to the group policy and has been trained within these guidelines. UR Group will update all staff and train as required to ensure any new policies are adhered to.

#### Cookies:

By using UR Group websites we may obtain information by using a cookie file about your general internet which is stored on the hard drive of your computer. Cookies contain information which is transferred to your computer's hard drive. They help us to give the best possible website experience and help us improve our website therefore delivering a better and more personalised service.

You may refuse to accept cookies by activating the setting on your browser related to the control of cookies. However, if you select this setting you may be unable to access certain parts of our website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our website.

## **Privacy Policy amendments:**

We may make changes to this Privacy Policy and will post the new version on our website.

#### Links and other websites:

Other websites may be links within the UR Group websites, please note that we cannot be held responsible for the privacy policy of other websites and this policy applies to our websites only. We encourage you to read the privacy policy of all the other websites you visit. Please check those policies before you submit any personal data to those websites.

If you would like to be removed from our systems or have any questions please contact the data controller of UR Group at the address shown below:

## **UR Group Head Office:**

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