

## DATA PROTECTION POLICY

### Overview

When you engage with RAAS (UK) Ltd and provide personal data to us, you gain access to a range of tools and services to assist you in maintaining your business. To seamlessly deliver these resources and benefits, we at times need to share your information across our team – always with a focus on keeping your data secure.

This Data Protection Policy describes the ways in which your company's data and your staff's personal data that you provide to RAAS (UK) Ltd is maintained and processed.

By providing your company's and your staff's information and data to us, for example by engaging RAAS (UK) Ltd to assist you in the management of your company's Health, Safety, Quality and Environmental Management Systems and supporting processes and allowing members of our team access to such Data as is required to assist you and also by registering to access the secure Client Area of our website to obtain the RAAS (UK) Ltd News Letter, or any other information from the site. You are fully aware that we process the data you provide, only on your behalf and you acknowledge and agree that your data may be shared between our team only and only then as and when necessary to undertake our work on your behalf.

For our part RAAS (UK) Ltd and members of its team will not and do not share your company information, your staff members personal information that you provide to us, to other parties without your knowledge and express permission.

It is your responsibility to review and understand this Data Protection Policy prior to providing your company's information or your staff's personal data to us. If you do not accept and agree to this Data Protection Policy, please let us know immediately that you wish to terminate your Contract with RAAS (UK) Ltd and refrain from providing such data to us, accessing the RAAS (UK) Ltd website, and/or utilising our products and services.

As our product and services are constantly evolving, our Data Protection Policy may also change from time to time. Whenever there are changes, the modified policy will be posted on the RAAS (UK) Ltd website and you will receive an automated email alerting you the fact that the Policy has changed. This will be sent to the identified contact previously provided to use within your company. Each time there is a change to the Policy, the issue number and date of issue displayed at the bottom right hand side of the policy will also change. Therefore, each time you use our products or services or access our website, you accept and agree to our most current Data Protection Policy and the Terms and Conditions previously supplied to you.

**Note:** It is your responsibility to be aware of any such changes once these have been posted on the website and the automated email has been sent to your identified contact.



**Steve Leatherbarrow**  
Director

**Date 24<sup>th</sup> May 2018**

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