



Privacy Policy

March 2020

Privacy Policy

RBK is committed to ensuring that your privacy is protected. This Privacy Policy (together with our General Terms of Business) sets out the basis on which any personal data we collect from and about you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

If you have any questions or concerns regarding this Privacy Policy, you should contact us by post at:

RBK House
Irishtown
Athlone
Co. Westmeath
N37 XP52
Ireland

Data Collection

We will collect and process the following data from you:

Information you give us: This is information about you that you give us by corresponding with us by phone, email or otherwise. It includes the information you supply us with when you engage us to provide accounting and other services. The information you give us may include, but is not limited to, your name, address, email address, phone number, financial and credit card information, bills, photograph, passport, driving licence or other identification documents, medical records, etc.

Information we collect about you: Depending on the circumstances, we might also obtain personal data about you from other sources such as public registers, government and regulatory authorities, business partners, financial and insurance advisors, service providers, etc.

You are not obliged to provide us with your personal information. However, if you do not, we may not be able to carry out the services you have requested of us.

Why we process data: We process your data in order to comply with legal obligations to which we are subject, to perform the services you have requested of us or to take steps at your request prior to undertaking to provide services for you. We do this because you have consented to our processing of your data or for the purposes of our legitimate interests, such as to inform you of changes to our services or to provide you with information about other services we offer.

What RBK will do with your Information?

We gather and use your information to:

- > Allow us to provide you with the accounting and/or other services you request from us;
- > Comply with legal obligations we might be subject to (such as anti-money laundering)
- > Allow you to participate in events organised by us or our partners;
- > Provide you with information about other services we offer that are similar to those you have already requested of us or enquired about and to notify you of changes to our services.

Your Information and Third Party Service Providers

Third Party Service Providers: We may share your personal information with agents, contractors or partners of RBK that perform services and functions at our direction and on our behalf such as accountants, IT service providers, tax advisers, business advisors, marketing companies who carry out marketing campaigns on our behalf and providers of security and administrative services.

Potential Sale or Purchase: We may disclose your data in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.

An Garda Siochana, government bodies or other government officials: We may share your personal information with the Gardai, or other government bodies or agencies including but not limited to the Revenue Commissioners, where required to do so by law.

Our agents, contractors or partners are restricted from using your data in any way other than to provide services for RBK, or services for the collaboration in which they and RBK are engaged. RBK requires that all such agents, contractors or partners enter into contractual guarantees to observe security and privacy obligations at least as stringent as those set forth in this privacy policy.

Data Security

We have implemented generally accepted standards of Technology and operational security in order to protect personal data and information from loss, misuse, alteration or destruction. Unfortunately, the transmission of information by means of the internet, including through email, is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to or from us by means of email and any such transmission is at your own risk.

Data Protection

The personal data you submit to us will only be retained for as long as is required for the purposes for which it was collected or as required by law in line with RBK's Data Retention Policy.

Data Storage

We might store your information in different places. Electronic files are stored on our secure servers and in the cloud. We may transfer your data to, and store it at a destination outside of the European Economic Area. Whenever we transfer your data in such a way, we will ensure appropriate safeguards are in place. You may contact us if you wish to find out more.

Unsubscribe

We may contact you by mail, email and telephone about our services and other events involving or relating to RBK which may be of interest to you. Should you subsequently choose to unsubscribe from mailing lists or any registration, we will provide instructions, on the appropriate webpage or in our communications to you, or you may contact us by email to privacy@rbk.ie.

Your Rights

You have several rights under data protection law in relation to how we use your personal information. You have the right free of charge to:

1. Request a copy of the personal information we hold about you.
2. Rectify any inaccurate personal data we hold about you.
3. Erase personal information we hold about you.
4. Restrict processing of your personal information.
5. Object to our use of your personal information for our legitimate interests.
6. Receive your personal information in a structured commonly used and machine readable format.
7. Have that data transmitted to another data controller.

These rights are in some circumstances limited by data protection legislation and we might require further information from you before we can respond to your request. If you wish to exercise any of these rights please contact us using the contact details above.

Where we process your data solely on the basis of your consent, you are entitled to withdraw your consent at any time. This will not affect the lawfulness of our processing before the withdrawal.

You also have the right to lodge a complaint with the Data Protection Commissioner at any time.

The exercise of your rights might be subject to certain conditions prescribed by law and we might require further information from you before we can respond to your request.

You may exercise your rights by contacting us at the address provided above.

Updates

We may update this Privacy Policy from time to time as appropriate.

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ATHLONE

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