



## PRIVACY AND COOKIES

The Russell Asphalt Company are committed to creating a website that is easy to use and is respectful of users' privacy. This privacy and cookie policy explains how we use information we collect about you and how you can instruct us if you prefer to limit the use of such information.

### OVERVIEW

The Russell Asphalt Company ("We") are committed to protecting and respecting your privacy.

This policy (together with our [terms of use](#) and any other documents referred to on it) sets out the basis on which any personal data we collect from 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. By visiting [www.russellasphalt.co.uk](http://www.russellasphalt.co.uk) you are accepting and consenting to the practices described in this policy.

This Privacy Notice covers how we collect, use, store and disclose the data that you supply to us and your rights about data that we hold about you.

We will comply with all applicable requirements of current data protection legislation including the Data Protection Act 1998 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR") in force from time to time and any applicable national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any replacement legislation in the UK to the Data Protection Act 1998 and the GDPR.

At all times your information will be treated in accordance with our non-contractual Privacy Notice which is annexed to these Terms and Conditions which may be varied from time to time.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is The Russell Asphalt Company of Unit 46, Mountney Bridge Business Park, Eastbourne Road, Pevensey, East Sussex, BN24 5NJ.

Our nominated representative for the purpose of the Act is Mr Kevin Hilton.

### INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

- **Information you give us.** You may give us information about you by filling in forms on our site [www.russellasphalt.co.uk](http://www.russellasphalt.co.uk) (our site) or by corresponding with us by phone, email or otherwise. This includes information you provide when you use our site, contact us via our website, subscribe to our email marketing newsletter, and/or if you report a problem with our site. The information you give us may include your name, address and email address.
- **Information we collect about you.** With regard to each of your visits to our site we may automatically collect the following information:

- technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); pages you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page.

## **COOKIES**

In order to offer and provide a customized and personal service, we may use cookies to store and help track information about you. Cookies are simply small pieces of data that are sent to your browser from a web server and stored on your computer's hard drive. We use cookies to help remind us who you are and to help you navigate our website during your visit. Cookies allow us to save passwords and preferences for you so you do not have to re-enter them each time you visit. The use of cookies is relatively standard. Most browsers are initially set up to accept cookies. However, if you prefer you can set your browser to either notify you when you receive a cookie or to refuse to accept cookies. You should understand that some features of many sites may not function properly if you do not accept cookies.

## **USES MADE OF THE INFORMATION**

We use information held about you in the following ways:

- **Information you give to us.** We will use this information:
  - to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
  - to provide you with information about goods and services we feel may interest you;
  - to notify you about changes to our service;
  - to ensure that content from our site is presented in the most effective manner for you and for your computer.

## **DISCLOSURE OF YOUR INFORMATION**

In order to provide contracted services to you, we may share limited information with selected third parties including:

- Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our [terms of use](#) and other agreements; or to protect the rights, property, or safety of The Russell Asphalt Company, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## **WHERE WE STORE YOUR PERSONAL DATA**

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. The Russell Asphalt Company will take all steps reasonably

necessary to ensure that your data is treated securely and in accordance with this privacy policy.

The transmission of information via the internet 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 our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Information held for marketing purposes only is stored via Mailchimp which is self-certified to both the EU-US Privacy Shield and Swiss-US Privacy Shield regimes.

## **YOUR RIGHTS**

You have the right to ask us not to process your personal data for marketing purposes.

Should you sign up to receive marketing updates you can unsubscribe with immediate effect at any time via the links at the bottom of all our marketing emails or by emailing [enquiries@russellasphalt.co.uk](mailto:enquiries@russellasphalt.co.uk). We will usually inform you (before collecting your data) if we intend to use your data for such purposes.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## **ACCESS TO INFORMATION**

You have the right to access and request information held about you at any time. Please contact us at [enquiries@russellasphalt.co.uk](mailto:enquiries@russellasphalt.co.uk) or in writing to The Russell Asphalt Company of Unit 46, Mountney Bridge Business Park, Eastbourne Road, Pevensey, East Sussex, BN24 5NJ.

## **CHANGES TO OUR PRIVACY AND COOKIE POLICY**

Any changes we may make to our privacy and cookie policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.

This page was last updated on 17<sup>th</sup> March 2020.

## **CONTACT**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [enquiries@russellasphalt.co.uk](mailto:enquiries@russellasphalt.co.uk).