

PRIVACY POLICY

This Privacy Policy applies to the Remote Controlled Lighting website (rclighting.com) and governs data collection, processing and usage. By using our website, you consent to Remote Controlled Lighting data practices described in this policy. Should we ask you to provide personal information via our website or in person, you can be assured it will only be used in accordance with this policy. If you do not agree to any part of this Privacy Policy, then you should either contact us for further information or stop using our website.

For the purposes of the Data Protection Act 1998 (Act), the data controller is Remote Controlled Lighting UK Limited.

We may occasionally change this policy to reflect company developments and customer feedback. We encourage you to check this policy periodically to make sure you're happy with any changes and to stay informed on how we're protecting your information.

This policy is effective from 24th May 2018.

HOW WE COLLECT PERSONAL DATA

We may collect the following information:

- Name, job title and company name
- Contact information including email address(es) and telephone number(s)
- Demographic information such as address, postcode, preferences and interests
- Other information relevant to customer surveys and/or offers

This information may be taken via our website enquiry forms, our direct marketing communications or by one of our employees if you contact them directly.

Your computer hardware and software information may also be automatically gathered by our website. This information could include:

- IP address
- Browser type
- Domain names
- Access times
- Referring website addresses
- URL clicks to and from our website
- Products viewed or searched for
- Page response times
- Download errors
- Length of visits to pages
- Page interaction information
- Methods used to browse away from the page
- Phone numbers used to call our offices

This information is used by Remote Controlled Lighting to maintain quality of service and to provide general statistics regarding the use of our website.

USE OF PERSONAL DATA

Remote Controlled Lighting may use your data to inform you of new products, available services or general news such as successful project collaborations or industry news and events that may be of interest to you. On occasion we may also invite you to our own events or ask you to complete surveys to help us improve the products and services we offer.

You will always have the opportunity to opt in or out of these communications at any time.

SECURELY STORING PERSONAL DATA

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Remote Controlled Lighting store all provided personal data at Century Link on secure servers in London. Remote Controlled Lighting's infrastructure and all data pertaining to the company, is held within the EEA. The lead regulator within the UK is the ICO.

We also use Salesforce and Microsoft Dynamics NAV systems for internal Customer Relationship Management. You can find more details about how this information is stored by clicking on the links below:

salesforce.com/gdpr/overview/
dynamics.microsoft.com/en-gb/nav-overview/

We do not supply personal data to any third parties unless we are required to do so by law or unless we pass it on to one of our partners near you so they can deal with your enquiry locally on our behalf. We do not sell, rent or lease any personal data to third parties at all. If the Remote Controlled Lighting business is sold, we may pass on your personal data to the buyers in order that they can continue to provide you with the necessary business updates.

The transmission of information via the Internet is unfortunately never completely secure. Although we'll always do our best to protect your personal data, we cannot guarantee the security of your data and any transmission as such is done at your own risk.

USE OF COOKIES

To help provide Internet users with a better personal online experience, and ultimately save time, cookies monitor activity to improve a websites performance.

Cookies do not give us access to your computer or any information about you, other than the data you choose to share with us. They are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

Most web browsers automatically accept cookies, but you should be able to modify your browser settings to decline cookies if you prefer. If you choose to turn off your cookie settings, you may not be able to access all or parts of our or other websites you visit.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

LINKS TO OTHER WEBSITES

Our website contains links to other websites of interest. However, once you use these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

GOOGLE ANALYTICS

We use Google Analytics to monitor the volume of traffic to our website, the source from which it came, and to assess how our content is viewed and pages navigated.

Google Analytics does not store any personal information about website visitors, but does continually use cookies to identify repeat visitors. Should you wish, you can opt out of all Google Analytics tracking here - <https://tools.google.com/dlpage/gaoptout>

YOUR RIGHTS

At any time you may ask us not to process your personal data for marketing purposes. If you change your mind after previously agreeing to us using your personal data, you may opt out at any time, either by contacting us directly or by using the opt out sections in our communications.

Whenever you fill in a contact form on our website you are indicating that the information you are providing can be used for direct marketing purposes. If you do not wish to be contacted, please let us know in the message box provided on the form or by emailing us at marketing@rclighting.com

You may request to review your personal data at any time so you can correct, erase or block any data we hold about you under the Data Protection Act 1998. A small fee may be payable. If you would like a copy of the information held on you please write to marketing@rclighting.com