

#### **RVS GROUP - GLOBAL PRIVACY NOTICE**

#### **Data Protection**

This Privacy Notice explains what to expect when we collect and process personal data or customer data in accordance with the laws applicable to the RVS Group, including but not limited to, the Data Protection Act 1998, the General Data Protection Regulation (EU) 2016/679 ('the GDPR').

### How we collect your personal information, and what personal information we collect

We collect your personal information directly from you when you send an enquiry to us via the contact page on our website, by email or by telephone;

We collect personal information such as personal identifiers, being your title, your name and your contact details including your email and postal addresses and your telephone number;

We will not collect any sensitive personal data from you, unless you are an employee or prospective employee and only in relation to your employment commencement or ongoing employment.

### Who is responsible for your personal data?

The RVS entity or entities to which you, the business you represent or are associated with, or a person associated with you provided your personal data will be a controller of your personal data.

In addition, where processing of personal data is undertaken by an RVS entity (RVS Affiliate) for their own purposes, these RVS affiliates may also be data controllers of your personal data.

A list of the RVS Affiliates likely to be relevant to you are set out in Addendum One to this notice.

### Why we collect your personal information

We collect this information solely for the purposes of performing our contract with you as provider to you or as receiver from your company of professional services. We will not contact you for any marketing purposes.

#### Who we may share your personal data with?

We will not share your personal data with any other unrelated third parties unless we use professional services as part of the pre-employment checks we conduct, outsourced payroll services or are by law obliged to do so.

#### International Transfer

We have put appropriate safeguards in place to ensure information shared within the RVS Group is consistent with the requirements of laws applicable to the RVS Group, including the GDPR legislation.



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## How long we keep your data?

We will keep your personal information for the duration of the contract and thereafter for a period of 6 (six) years, or longer if it is required by law.

### Your information rights

You have the right to be informed of any personal information we hold about you, the right of access to this information, the right to have any incorrect data rectified or amended, the right to be forgotten, the right to restrict processing, the right to data portability, and the right to object. We do not make any decisions based on automatic processes. You have the right at any time to request in writing copies and information on any personal data we hold, and you may at any time request us to correct or update your personal information.

### Reporting any privacy concerns

If you wish to raise a concern about our handling of your personal information, please contact (accounts@rvsqed.com). You also have the right to lodge a complaint with the relevant authority in each jurisdiction RVS has operations about how we manage your data.

### **Changes to this Privacy Notice**

We will review this notice regularly and may update it at any time, for example in the event of changes in the law or how we operate. If there are any significant changes in the way we operate, we will provide a prominent notice on our website or send you a notification direct.



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## Addendum One – RVS and its Affiliates

RVS Entity
Rate Validation Services Holding Pte Ltd
Rate Validation Services (Licensee) Pte. Ltd.
RVS Licensee Aust Pty Ltd
RVS Licensee UK Ltd
Rate Validation Services (Development) Pte. Ltd.
RVS Dev Aust Pty Ltd
RVS Dev UK Ltd