

RUBRIC

PRIVACY STATEMENT

Rubric respects your privacy and is committed to handling your personal information in accordance with the General Data Protection Regulation.

This privacy statement describes how Rubric collects and uses Personal Data.

Collection of Personal Data

We only collect such Personal Data as is necessary for Rubric to undertake its business. For Customers and Vendors, we collect and hold information provided by the individual, and do not collect information from other sources.

For individuals applying for, or in, employment with Rubric, necessary information is collected on application and updated appropriately during the relationship. Other than for employment references, all such information is provided by the individual.

Rubric's website collects name and contact details for those making enquiries. Cookies are used to collect data on website pages accessed and the information that is found most useful. Using this data, Rubric is better able to tailor the website to the needs of the readers.

Use of Personal Data

Personal Data is used by Rubric for one or more of the following lawful bases:

Performance of a contract

The provision of services to Customers and from Vendors requires us to process Personal Data.

Personal Data concerning staff is collected, held and processed by virtue of employment contracts.

Compliance with a legal obligation

Personal Data is held, processed and retained as necessary to comply with statutory obligations, such as staff payroll and the requirements of HM Revenue & Customs.

Data retention

Rubric retains Personal Data only for as long as it is considered necessary for the lawful basis for which it was collected. Personal Data is retained for a period of 6 years following the end of the financial or fiscal year in which it was last processed.

Data security

Rubric takes very seriously the security of all data held and regularly reviews the physical, technological and managerial measures needed to maintain security. Access to Personal Data is limited to those employees, agents and contractors who have a business need to know. Third parties only process Personal Data for specified purposes (for example, banking service providers for payments to Vendors) and on Rubric's instructions on accounting systems and on transaction and payroll processing and administration) and are subject to processor agreements covering data security, confidentiality etc as required by GDPR.

Data transfers

Rubric does not provide Personal Data to third parties, other than those engaged to provide business services to Rubric or as required by law.

Rubric stores data on servers located within the EU but recognises that general business systems (such as those offered by Microsoft) may hold data outside of the EU. We rely on the data protection measures implemented by the relevant service provider in these circumstances.

Rights and responsibilities

It is important that the Personal Data held is current and accurate. Please notify us of any changes to your Personal Data by contacting us. Full contact details are provided in this privacy notice.

As data Subject you may access, rectify or request restricted processing of your Personal Data that is held in compliance of a legal obligation.

In addition, where the Personal data is held for the performance of a contract you may request that your Personal Data be erased.

Data Subjects also have the right to make a complaint to the Information Commissioner's Office, the UK supervisory authority for data protection. Further information on individual rights and how to complain to the ICO is available at www.ico.org.uk

Contacts

Notification of any changes to your Personal Data and queries in relation to its collection, use and retention should be addressed to Ian Henderson, Data Controller, Rubric Europe Limited, 5 Charlotte Square, Edinburgh, EH2 4DR, Scotland or sent to datacontroller@rubric.com

Rubric Europe Limited

Registered in Scotland with Company Number SC489023 and Registered Office at 24A Ainslie Place, Edinburgh EH3 6AJ.