



GENERAL PRIVACY POLICY

PURPOSE

The purpose of this policy is to establish controls to ensure compliance with all applicable **privacy policy** regulations, and to ensure that the Company's business is conducted in a socially responsible manner.

It is important that you read this privacy policy together with any other privacy policy we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using your data. This privacy policy supplements other notices and privacy policies and is not intended to override them.

By Management: Reliance International Limited

Business Services: Business Process Outsourcing

Outsourcing / Offshoring

Invoice Processing

Accounts Receivables

Invoice Discrepancies Disputes and Resolution

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GENERAL PRIVACY POLICY

Reliance International limited respects your privacy and protects the data that we collect and process about people who visit our website as well as our clients, business contacts, partners and employees. As a registered business, we comply with all applicable data protection rules.

Our General Privacy Notice addresses the way we collect and process personal data that is subject to applicable UK and EU data protection laws. It applies to our website visitors as well as our clients and business contacts (including business partners, suppliers, and the like).

The notices and policies listed below describe the kind of information we may collect about you and explain how we use and protect your data.

Cookies

Our Cookie Notice provides information on the cookies we apply, including how you can manage your cookie preferences.

Cookies are text files placed on your computer to collect standard internet log and visitor behaviour information. This information is used to track visitor use of the Website, to compile statistical reports on Website activity and to help us make recommendations that are relevant to you.

You can choose to accept or deny our cookies however, cookies help us to provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

What we collect

We may collect the following information:

- name
- contact information including email address
- name of your company

What we do not collect or ask you for

- We will not ask you for your date of birth
- We will not ask you for your banking details
- We will not ask you for your address

How we handle your personal information

We do not share your personal information with third parties for marketing purposes.

We process your personal data when it is in our reasonable interests to do this to provide our services.

We will not, and do not sell, distribute or lease your personal information to third parties.

You may choose to restrict the collection or use of your personal information

Your rights

You have the right to request:

- information about how your personal data is processed
- a copy of that personal data
- that anything inaccurate in your personal data is corrected immediately

You can also:

- raise an objection about how your personal data is processed
- request that your personal data is erased if there is no longer a justification for it
- ask that the processing of your personal data is restricted in certain circumstances

Other websites

Our website and attached documents may contain links to other websites. This privacy policy only applies to this Website, so when you link to other websites you should review their own privacy policies.

Changes to our Privacy Policy

The Privacy Notice will be reviewed from time to time to take account of changes to our operations or practices and, further, to make sure it remains appropriate to any changes in law, technology and the business environment. Any personal information held will be governed by the most current Privacy Notice.

Children's privacy protection

Our business services are not designed for, or intentionally targeted at, children 18 years of age or younger. We do not intentionally collect or maintain data about anyone under the age of 18.

Security

We are committed to ensuring that your information is secure. 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.

How to contact us

Please contact us if you have any questions about our privacy policy or information, we hold about you or if you wish to request from us for your information to be deleted from our database,

by email to mail@relianceil.com

by postal mail; 47 Abbeydale Close, Harlow, Essex, CM17 9QB, UK

How can you obtain information held about you?

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all your personal information, please email us at mail@relianceil.com

Complaints

If you would like to make a complaint about how your information is being used by us, or how your complaint has been handled, you have the right to lodge a complaint directly with the Information Commissioners office (ICO), however we encourage you to contact us first to clarify any issues.

If you continue to be unhappy with our response or if you need any advice, you can then contact the Information Commissioner's Office (ICO).

ICO

icocasework@ico.org.uk

Telephone: 0303 123 1113

Textphone: 01625 545860

Monday to Friday, 9am to 4:30pm

[Find out about call charges](#)

Information Commissioner's Office
Wycliffe House Water Lane
Wilmslow
Cheshire
SK9 5AF