

Certificate of Registration

This is to certify that:

RUSSELL RICHARDSON & SONS LIMITED

is registered with the Information Commissioner's Office under
registration reference:

Z5406889

Registration Start date:

19 April 2001

Registration Expiry date:

18 April 2017



Register of data controllers

Entry details

Organisation name : RUSSELL RICHARDSON & SONS LIMITED

Registration reference : Z5406889

Date registered : 19 April 2001

Registration expires : 18 April 2017

Organisation Address

CLAY ST
SHEFFIELD
S9 2PE

Companies House registration number: 1351912

Nature of work description

Nature of work - General business

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to promote our goods and services, to maintain our accounts and records and to support and manage our staff.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family, lifestyle and social circumstances
- financial details
- employment and education details
- goods or services provided

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- trade union membership

Who the information is processed about

We process personal information about our:

- employees
- customers and clients
- suppliers and services providers
- advisers, consultants and other professional experts
- complainants and enquirers

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- employment and recruitment agencies
- current, past and prospective employers
- educators and examining bodies
- central government
- credit reference agencies
- suppliers and service providers
- debt collection and tracing agencies
- financial organisations

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.