

R2R|Services is committed to protecting the privacy of personal information it collects from customers, clients, suppliers, contractors and employees and the manner it handles and stores this information and that these activities are carried out in accordance with legislative requirements.

## Collecting information

Depending on the nature of a relationship, R2R|Services may collect personal information about a person. For prospective employees, we may also seek information such as a resume and employment history and for customers we may collect information about the use of a product and/or service. R2R|Services shall only collect information if it is reasonable, practical and legal to do so.

R2R|Services will have in place measures to ensure personal information is protected from loss, misuse, unauthorised access, disclosure or amendment. We will also have in place procedures to destroy or permanently remove the identity of personal information as it becomes obsolete. People are under no obligation to provide any information that we may request, however by withholding requested information, we may be unable to provide them with our goods/services or employment.

## How does R2R|Services use personal information?

R2R|Services typically uses personal information collected for purposes such as keeping people informed of our products or services, undertaking business transactions, complying with our legal or employment obligations and keeping people updated on company information and events. People have the right to tell us not to send their information other than for the main purpose for which we have collected personal details.

## Accessing personal information

On request, we shall provide access to any personal information we may hold about a person (unless otherwise permitted by law). To obtain personal information contact the R2R|Services Privacy Officer. Prior to providing any information, we will require proof of identity. In most cases, information shall be provided free of charge, however for complex or substantial requests we may charge a reasonable fee for this service.

People may update/ amend personal information that we hold. To do this they should contact the Privacy Officer.



David Thomas  
Chief Executive Officer

|   |                                    |                                       |              |
|---|------------------------------------|---------------------------------------|--------------|
| Printed documents are <b>Not Controlled</b> |                                    | Printed 23-Feb-12                     |              |
| Edition: 1                                  | Revision: 0                        | Last Date of Review: 22 February 2012 | R2R Services |
| Document controller: QMS                    | R2R-COR-POL-016-QMS PRIVACY POLICY |                                       | Page 1 of 1  |