



## **Our commitment to the privacy and security of your data**

This Privacy Notice describes why we collect your data, how it is collected, how we store it and the ways in which we process it.

### **Using your personal information**

Rolls-Royce plc's Customer Events and Marketing Team is collecting some personal information from you on this form to allow us to provide you with an excellent experience when you attend an event hosted by us.

### **Why we need your data**

We want to give you the best possible experience with Rolls-Royce. For example, the data we hold about you helps us to arrange transport, logistics and catering when you attend an event as our guest. Certain personal information is also used for health and safety reasons, for example to ensure we satisfy your dietary requirements and are able to provide suitable personal protective equipment when you visit us. We consider this to be a legitimate business interest and our lawful basis for processing your personal data.

### **How we collect your data**

We do this in a number of ways. For example when you respond to an invitation you may be asked to supply certain pieces of information required for us to arrange your attendance at the event. We also collect data you provide to us, for example through the exchange of business cards or in emails. We are fully committed to the privacy and security of your personal data and take appropriate steps to ensure it is suitably protected. We only collect the data we deem necessary to provide you with an excellent experience with Rolls-Royce.

### **What we do with your data**

The data you provide to us will be used to provide you with important information regarding your interests with us. This includes inviting you to events hosted by Rolls-Royce, contacting you with important information and meeting the requirements of any contractual obligations.

### **When we'll share your data**

From time to time we will share data with third parties to help us provide you with a better service. For example, we may share your name and contact number with the organiser of an Air Show or your dietary requirements with our catering provider. We will put arrangements in place to ensure that any third parties who process your personal data on our behalf take appropriate steps to keep your data secure and that they will not use it for any purpose other than to enhance your experience when attending an event as a guest of Rolls-Royce plc.

### **How long we keep your data**

We will retain your personal data for as long as we have a specified, legitimate interest in doing so. This will be reviewed regularly and, if there is no longer a legitimate basis for us to retain your data, we will delete it. We are also committed to appropriate steps to ensure that your data is kept up to date.

Where we ask you to provide sensitive information in support of an event, for example dietary requirements, we will delete this data no more than 30 days after the event has concluded.

### **What are your rights?**

Rolls-Royce Plc acknowledges that your personal data is important to you and will process your personal data fairly and in accordance with Data Privacy legislation within

the regions we operate. To support this we have a Data Privacy regime in place to oversee the effective and secure processing of your personal data.

If at any point you believe the information we process on you is incorrect, you can request to see this information and have it corrected or deleted. If you have any concerns or wish to raise a complaint on how we have handled your personal data you can contact us to have the matter investigated at [data.privacy@rolls-royce.com](mailto:data.privacy@rolls-royce.com)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office <https://ico.org.uk/>

For further information on how your information is used and more details on your Data Privacy rights please visit our [webpages](#).

<b>The types of personal information we may collect and use include but are not limited to:</b>
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Name
Title/rank
Contact information (address, telephone numbers, email address)
Nationality
Job title
The company/organisation you work for
Work address
Personal/home address (where required for transport provided by Rolls-Royce)
Special dietary requirements
Shoe size (to allow us to provide you
Passport number
Availability for the scheduling of meetings
Emergency contact name and telephone number
All of the above for any guests you wish to join you at events we host
Vehicle registration

<b>The types of processes we will use your data for include:</b>
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Inviting you to meetings/invitations/events hosted by Rolls-Royce
Coordinating events Rolls-Royce attend hosted by you
Sharing important information with you about Rolls-Royce products and/or services