

MMES 2012 LTD



Privacy Policy

Whose data do we hold?

We may hold data about the following people:

- Employees
- Clients
- Suppliers and service providers
- Advisers, consultants and other professional experts
- Complainants and enquirers

What data will we collect?

We will only collect data from you that is relevant to the matter that we are dealing with. In particular, we may collect the following information from you which is defined as “personal data”:

- Personal details
- Financial details

Basis for processing

The basis on which we process your personal detail is one or more of the following:

- It is necessary for the performance of our contract with you
- It is necessary to comply with a legal obligation
- It is in our legitimate interest to do
- You have given your consent (this can be withdrawn at any time by advising our data protection officer but does not affect the fact that we will continue to hold your personal details for any or all of the other three categories)

How will we use your data?

We may use your information for the following purposes:

- Provision of service support, service administration, sales quotations
- Proper performance of a contract of employment
- Promotion of our services
- Provision of education to our employees
- Maintaining accounts and records
- Supporting and managing employees

Who will we share your information with?

We do not share your information with anyone unless we are instructed to do so by yourself.

How long will we keep this information for?

- We will normally keep this information throughout the period of time that we do work for you and afterwards for a period of at least six years

Third-Party Sites and Transfer to third countries

- We may from time to time transfer your personal data to a country outside the EEA. This might be because of cloud computing which stores information. This will be necessary for the performance of your contract or service with us.
- While we will take all reasonable precautions to make sure that other organizations who we deal with have good security practices, we are not responsible for the privacy practices and website content of those organizations whose websites may be linked to our service.

Security arrangements

- We shall ensure that all the information that you provide to us is kept secure using appropriate technical and organisational measures
- All MMES 2012 Ltd staff are made aware of security procedures they must follow when handling personal information.
- Please note internet email is never a 100% secure way of communicating. By using it you agree that you will send any information by email at your own risk.
- In the event of a personal data breach, we have in place procedures to ensure that effects of such a breach are minimised and shall liaise with the ICO and with you as appropriate.

MMES 2012 Ltd Website

- Our website is subject to constant change. Whilst all reasonable efforts are made to ensure that the content of our website is accurate, we reserve the right to alter content at any time.
- Whilst you are welcome to browse our website, in doing so you acknowledge that all content on our web site is protected by copyright. You may only download the content displayed for non-commercial personal use only.
- You may not reproduce, distribute, modify, reuse, or adapt content in our site without prior permission of MMES 2012 Ltd.

- By accessing our web site, you accept without limitation our terms and conditions.
- Your use and browsing of our website is at your own risk, we are not liable for any direct, indirect, inconsequential, consequential loss, special, punitive or other damages whatsoever arising out of your access to and use of our website.
- The trademarks, logos, and service marks displayed on our website are trademarks of MMES 2012 Ltd.

Cookies Policy

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website to tailor it to customer needs.

What rights do you have?

You have the following rights under GDPR:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to data portability
- Right to object

Right of access

- You have a right to see the information that we hold about you. To access this, you need to provide a request in writing to our data protection officer together with proof of identity.
- We will usually process your request free of charge and within 30 days but reserve the right to charge a reasonable administrative fee and to extend the period of time by a further two months if the request is manifestly unfounded or vexatious and/or is very complex

Right of erasure

- You have a right to ask us to erase your personal data in certain cases (details may be found in Article 17 of the GDPR)

- We will deal with your request free of charge and within 30 days but reserve the right to refuse to erase information that we are required to retain by law or regulation or that is required to deal with a complaint or to exercise or defend legal claims
- To exercise your right to erasure please contact our data protection officer Data Protection Officer and how to complain.
- If you are unhappy about how we are using your information or how we have responded to your request then initially you should contact our data protection officer, andrew.rossiter@m-mes.com
- If your complaint remains unresolved then you can contact the Information Commissioner's Office, details available at www.ico.org.uk