

PRIVACY NOTICE

INTRODUCTION

On the 25th May 2018 the [General Data Protection Regulation \(GDPR\)](#), agreed upon by the European Parliament and Council in April 2016 came into force in the UK. The purpose of this notice is to outline the impact this legislation will have on our customers and to give you a clear explanation about how we collect and use your personal data. We think it is important that you read this privacy notice in full so that you understand what we collect about you, how we collect, use and look after the data, what privacy rights you have and how the law protects you.

MJM Data Capture are a controller of data for the purposes of the Data Protection Act 1998 and the EU General Data Protection Regulation 2016/679. This means that we are responsible for, and control the processing of, the personal information you provide to us, in compliance with all relevant laws and our own privacy policy.

IMPORTANT INFORMATION AND WHO WE ARE

This privacy notice aims to give you information on how MJM Data Capture collects and processes your personal data through your use of our website, including any data you may provide when you use our website, or contact us over the phone, by email or when signing up to any of our mailing lists.

We have appointed a Data Protection Officer (DPO) who is responsible for overseeing for overseeing questions in relation to this privacy notice, including any requests to exercise your legal rights, shall respond within a month. You can contact our DPO by emailing us at Info@mjm-data.co.uk

CHANGES TO THE PRIVACY NOTICE

We may change this privacy notice from time to time, to reflect how we are processing your data. If we make significant changes, we will make this clear on our website or by such other means of contact such as email, so you are able to review the changes before continuing the use of MJM Data Capture.

THIRD PARTY LINKS

Our websites may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. We encourage you to read the privacy notice of every website or app you visit.

THE PERSONAL DATA WE COLLECT ABOUT YOU

We collect, use, store and transfer data different kinds of personal data about you to enable us to provide you with information, to help us monitor and improve the services we provide and where we are permitted to, to tell you about upcoming products that we think you may be interested in.

Personal data means any information that can be used to identify, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person, as defined under the EU General Data Protection Regulation 2016/679.

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Name and contact details** – this included your name, title billing, address and telephone numbers.
- **Payment information** – this includes your bank account and/or payment card details.
- **Purchase history** – this includes details about goods and services you have previously purchased from us.
- **Marketing preferences** – this includes your preferences in receiving marketing from us and your communication preferences.
- **Survey responses**
- **Customer service history** – this includes interaction with us over the phone, via the website.
- **Newsletter** – this includes information received upon signing up to receive our newsletter

IF YOU DONT PROVIDE PERSONAL DATA

You do not have to five us any of your personal data, but, if you do not, you are unlikely to receive our optimal customer service. When we need to collect personal data by law , or under the terms of a contract we have with you and you fail to provide the data we requested, we may not be able to perform the contact we have or are entering into with you

KEEPING YOUR PERSONAL DATA UP TO DATE

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changed during you relationship with us. If you do not, it may impact our ability to meet our contracts or give our optimal customer service.

KEEPING YOUR PERSONAL DATA SECURE

We're committed to keeping your personal data secure and have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

HOW LONG WE WILL KEEP YOUR PERSONAL DATA

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. Details of retention periods for different aspects of your personal data are available in our retention policy which you can request from us by contacting us.

In some circumstances, you can ask us to delete your data: see the section detailing your legal rights below for further information.

In some circumstances data will not be able to be deleted entirely due to legal and accounting requirements and as a result may be archived, meaning you are shall not be contacted unless it is urgent.

SHARING YOUR PERSONAL DATA

We do not, and will not, sell any of your personal data to any third party – including your name and contact details and your payment information. We're serious when we say we're committed to protecting your privacy – we want to earn and maintain your trust, and we believe this is absolutely essential in order to do that.

We do, however, share your personal data occasionally in relevant situations, such as but not exhaustive to; when you are looking to move to a new reseller, when sending a prospective client to a reference site, but only with the consent of our clients.

YOUR LEGAL RIGHTS

You have a right to:

- **Request access** to your personal data (commonly known as a “data subject access request”). This enable you to receive a copy of the personal data we old about you and to check that we are lawfully processing it.
- **Request correction** of the personal date we hold about you. This enables you to have any incomplete or inaccurate data e hold about you corrected, though we may need to verify the accuracy of the new data you provide us.
- **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- **Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- **Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- **Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

CONSENT

A key requirement of the EU General Data Protection Regulation 2016/679, is that you must opt-in to allowing us to use your personal data for the aforementioned reasons. This is crucial for us to be able to fulfil contracts and be able to offer new goods and services you may be interested. Please email info@mjm-data.co.uk to confirm that you consent.