



# PRIVACY POLICY

*Last updated March 2021*

## **Our contact details**

Matthew Gibson Limited  
23 Gillett Close, Nuneaton, CV11 5XW, Warwickshire  
07913 071197  
hello@mglimited.uk  
<https://mglimited.uk>

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details).

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To develop, maintain and fulfil a business relationship, including the provision of services to you.

In a very small number of cases, we also receive personal information indirectly, from the following sources in the following scenarios:

- Referrals and recommendations from existing clients and known business contacts.

We use the information that you have given us in order to maintain an up-to-date contact registry of clients and contacts.

We do not share information with any other organisations or individuals outside of our organisation unless expressly permitted by you and only for the purposes of one-to-one business introductions.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting [hello@mglimited.uk](mailto:hello@mglimited.uk).
- We have a contractual obligation.
- We have a legitimate interest.



## How we store your personal information

Your information is securely stored at the address shown above and securely on computer storage and online storage within our organisation's cloud-based solution for email, contacts, calendaring and collaboration. We use strong passwords and encryption on business-class platforms to maximise the protection of any data saved and synchronised by online cloud services.

We keep personal information, such as contact details and email history, for seven years. We will then dispose your information by securely shredding printed documents and permanently deleting files from our computer storage and online storage, including from email and contacts systems.

## Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [hello@mglimited.uk](mailto:hello@mglimited.uk) if you wish to make a request.



## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [hello@thiscompany.co.uk](mailto:hello@thiscompany.co.uk).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>