

Marshall Engineering (Midhurst) Limited

PRIVACY POLICY

WHO WE ARE

Marshall Engineering (Midhurst) Ltd (company number **10369501**, whose registered office is at The Woods Building, The Wharf, Midhurst, West Sussex GU29 9PX). “Marshall Engineering”, “we”, “us”, “our” collects, uses and is responsible for certain personal information about you. When we do so, we are subject to the Privacy Act 1988, Data Protection Act 2018, and the UK General Data Protection Regulation, any national implementing laws, regulations and secondary legislation, and any related or successor legislation on data protection (“Data Protection Law”).

WHAT IS THE PURPOSE OF THIS POLICY?

This Policy describes how we collect and use personal information about you when you are using this website.

Please read this Policy carefully, together with any other policy or notice relating to your personal information which we may provide on specific occasions when we are collecting or processing personal information about you.

TERMINOLOGY USED IN THIS POLICY

When we refer to “personal information” in this Policy, we mean any information about an individual which can be used to identify that individual.

When we refer to ““special category” personal information” in this Policy, we mean types of personal information which require a higher level of protection, for example, information revealing racial or ethnic origin, political opinions or religious beliefs.

For the purposes of Data Protection Law, we are a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you.

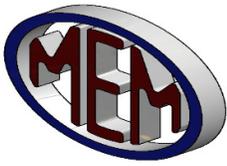
PERSONAL INFORMATION WE COLLECT ABOUT YOU

When using this site, we may ask you for personal information, for example, your name, address or telephone number, e-mail address in order to provide you with the services you wish to make use of, such as email alerts. Cookies (see below) may also collect information about your use of this site or other sites accessible from our website.

COOKIES

Cookies are small text files that are placed on your computer by websites that you visit. They are used to identify your computer to a website’s server and help personalise the site for your use either in your current browsing session or on future visits to the site. They also improve site functionality – for example, by letting you navigate

Some cookies are session cookies, which mean that they are created only for the time of your visit and are deleted when you leave the website. Other cookies (“persistent cookies”) remain on your device for a period of time specified in the cookie. Persistent cookies are activated each time that you visit the website that created that particular cookie so that the site remembers who you are when you return and can personalise the site for your use.



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Most browsers allow you to turn off cookies. If you want to know how to do this, please look at the help or settings menu on your browser. The help or settings menu of most browsers will tell you how to set your preference as to how you wish cookies to be treated – you should be able to set up your computer to accept all cookies or, if you prefer, to disable cookies completely. Switching off cookies may restrict your use of a website. You can find out more about cookies on www.allaboutcookies.org.

COOKIES USED ON THIS WEBSITE

We use the following cookies on our website:

Strictly necessary cookies: These cookies are essential in order to enable you to move around the website and use its features.

Performance cookies: These cookies are used to collect information about how visitors use our website. We use the information to compile reports and to help us improve the website. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. This information cannot be used to identify who you are. Google stores the information collected by these cookies on servers in the United States. Google may transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf.

Functionality cookies: These cookies allow our website to remember choices you have made when using the website or they may be used to provide services such as watching video online.

Certain of the cookies on this website are session cookies and others are persistent cookies. If you would wish to adjust which cookies may be placed on your computer by this website, please look at the help or settings menu on your browser which should allow you to set your own preference as to how you wish cookies to be treated.

By using our website, you agree that we can place the types of cookies referred to above on your device.

HOW WE USE INFORMATION ABOUT YOU

We use this information to provide you with services made available on this site or to facilitate your use of the site. We also use information to help us analyse how people are using our site so that we can continue to improve the user experience. We will only collect and use personal information in line with our responsibilities under applicable Data Protection laws.

KEEPING YOUR PERSONAL INFORMATION SECURE

We have appropriate security measures in place to prevent your personal information from being accidentally lost or used or accessed unlawfully. We limit access to your personal information to those who have a genuine business need to know it. Those processing your personal information will only do so in an authorised manner and are subject to a duty of confidentiality.

In the event that we become aware of an actual or suspected data security breach, we will promptly take all necessary steps to address such breach and notify you accordingly if your personal information has been affected.



Marshall Engineering (Midhurst) Limited

HOW LONG YOUR PERSONAL INFORMATION WILL BE KEPT

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorised use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

YOUR RIGHTS AND RESPONSIBILITIES

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information 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 information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information 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. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal information, or request that we transfer a copy of your personal information to another party, please contact us in writing at our registered office address.

For more information about your rights, you may wish to look at the Information Commissioners Office website www.ico.org.uk.

No fee usually required



Marshall Engineering (Midhurst) Limited

You will not normally have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

WHAT WE MAY NEED FROM YOU

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

HOW LONG WILL WE HOLD YOUR PERSONAL INFORMATION?

We will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed.

HOW TO CONTACT US

If you have any questions about this Policy or how we handle your personal information, please contact us at enquiries@memidhurst.com. In the event you have a complaint relating to our handling of your personal information, you also have the right to lodge a complaint with the UK Information Commissioner.

CHANGES TO THIS POLICY

We reserve the right to update this Policy at any time. We will upload a new policy when we make any substantial updates.