

## Policy - 25 Privacy Policy

Company Name :	MAM Contracting Ltd
Company Registration No.	SC273835
Address :	The Office, Templemill Farm, CRIEFF, PH7 4HL
Web address (URL) :	www.mamcontracting.co.uk

We have procedures in place for the protection of personal information and comply in full with relevant data protection legislation.

### Information we collect

We do not actively collect or process any personal information other than the details of our employees. To ensure our employees are aware of how we protect and manage their personal data we have also prepared a **Data Protection Policy** which details what data we hold and how it is managed.

If you enquire about our goods / services or have done business with us in the past we may hold some personal information about you such as telephone number or email and we will only use this information for the purpose it was collected. We will never sell your data or share it with 3rd parties who might use it for any other purpose.

**Data Retention** - we will only hold personal data as long as we need it and we have systems in place for management and retention of data.

**Data Subject Access** - please contact us if you wish to know whether we hold any personal data about you, if you wish the data we hold about you to be updated or if you would like us to erase your data.

### Web Site Privacy

Our web site does not collect personal data about you unless you contact us to enquire about our services. The web site uses cookies and may collect computer identification data (this does not include any personal information) and their use is clarified in our cookies policy.

This policy is reviewed on an ongoing basis and formally reviewed at least annually during management review and the latest version will always be available on our company web site or upon request.

Any questions about your personal data or this policy should be directed to **The Data Protection Officer** at the above address.

Approved By :



Date : 10<sup>th</sup> January 2021