

## Changes to our Privacy Policy

Megacon Controls Ltd is a data controller and is committed to protecting your personal data and working in accordance with all relevant data protection legislation.

Your data is used by us to enable us to fulfil our contracted services to you in relation to your trading relationship with use, which may include, but is not limited to, personal contact information, product and company information. Megacon does not share any of your data with third parties without your consent, and we do not sell any data lists or information. Please be aware however, that from time to time Megacon may be legally obliged to share data with Government and authorised regulatory and enforcement authorities, particularly in relation to the Money Laundering Regulations 2017, the Proceeds of Crime Act, Immigration Asylum and Nationality Act, and related legislation including, but not limited to, the prevention of terrorism.

### What data do we hold?

We hold data and information relating to you from a number of sources, including but not limited to, data that you have given to us, data from official government sources, data relating to you from publicly available sources including the web, LinkedIn, the media, Companies House, credit and criminal record checking agencies.

Our records may include:

- **Personal Identifiers and personal details** for example gender and date of birth, marital status, family members, copies of your driving license, passport, utility bills and other financial information including but not limited to bank and credit card statements, pension statements, mortgages, loans and HP.
- **Contact Details** for example address, email address and telephone numbers (and updates)
- **Your Preferences** - to help us engage you in the ways most relevant to you.

### How do we use your data?

We use your data to be able to perform our duties to you and to comply with our legal obligations as a supplier to customers and in our role as an employer. We may also use your data to keep you informed of changes in the services and products provided to you or services that may be available to you.

Communications may be sent to you by post, telephone, email, text or other electronic means (for example through social media) depending on the communication preferences you have shared with us.

Megacon does **NOT** sell data to third parties or allow third parties to sell on data where data is shared with them.

**How do we protect your data?** Data is held securely on Megacon's database.

## Your Rights and Preferences

Unless you tell us otherwise you consent to Megacon holding the data relating to you as defined in this Privacy Notice for the purposes stated in this Privacy Notice. You also agree that Megacon may contact you by post, telephone, text, email or other electronic means.

If you do not consent to our holding data relating to you, or if you no longer want to receive communications by post, telephone, text, email or other electronic means, please contact the Data Management Team on 00 44 (0)1326 212371 or email [admin@megaconcontrols.co.uk](mailto:admin@megaconcontrols.co.uk)

When contacting us please provide your name, and where relevant your company name. Please also specify if you wish to unsubscribe from all communications or from specific communication types or channels.

You have the right to:

- Ask us to see, correct or delete the data we hold about you
- Object to specific data uses, as described above
- Object to receiving communications and direct marketing
- Ask for the transfer of your data electronically to a third party

If you ask us to delete your data, we will maintain a skeleton record comprising your name, address, date of birth, National Insurance number, company name (where relevant), to ensure that we do not inadvertently contact you in future. We may also need to retain some financial records for statutory purposes.

## Other Information

The legal basis for processing your personal data for the purposes described above is that it is necessary for us to be able to perform our contractual obligations to you, and to fulfil our legal obligations. Megacon retains financial information for between 5 and 7 years depending on the nature of the documents. Legal agreements, statutory accounts and contracts are retained indefinitely.

This Privacy Notice will be kept under review. Any changes will be updated on our website and communicated to you as appropriate. This Privacy Notice was last updated in April 2018

Megacon's named individual responsible for monitoring compliance with relevant legislation in relation to personal data is Emily Trembath and she can be contacted [admin@megaconcontrols.co.uk](mailto:admin@megaconcontrols.co.uk)

You have the right to lodge a complaint with the Information Commissioner's Office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)