

[Maclin Electric Ltd – Data Protection Policy and Privacy Notice](#)

Maclin Electric Ltd is committed to safeguarding any personal data shared with us. We take privacy seriously and we will only ever collect and use personal data where it is necessary, fair and lawful to do so, i.e. if we are able to satisfy one of the lawful processing conditions set out in the data protection laws applicable to our business and the countries in which we operate.

Our Privacy Policy contains important information about what personal details we collect; what we do with that information; who we may share it with and why; and your choices and rights when it comes to the personal information you have given us.

We may need to make changes to our Privacy Policy; so please check our website for updates from time to time. If there are important changes such as changes to where your personal data will be processed; we will contact you to let you know.

This version of our Privacy Policy was last updated **25 May 2024**.

Information we collect and use

Information about you that we collect and use includes:

- Information about who you are e.g. your name and contact details
- Information about your contact with us e.g. meetings, phone calls, emails / letters
- Information that is automatically collected e.g. via cookies when you visit one of our websites

What are cookies?

A cookie is a small file – it's saved onto your computer or other device when you visit our website.

Cookies store small pieces of information. For example - they will remember you've visited our website or performed a certain action.

We use cookies to help us improve your experience when you visit our website. For example, a cookie might store information so you don't have to keep entering it.

Cookies also let us know which pages of our website you visited; they help us develop and market our products and services. They also help us track sales.

- Persistent cookies - these stay valid, and will work until their expiry date (unless you delete them before they expire)

- Session cookies - these expire when you close your web browser

We may provide links to third party websites. If this is the case we want you to be aware that these websites may send their own cookies to users, or otherwise collect data or solicit personal information. We assume no responsibility for the information gathering practices of websites you are able to access through our website, and we encourage you to review each website's privacy policy before disclosing any personally identifiable information.

Where we collect your information

We may collect your personal information directly from you, from a variety of sources, including:

- phone conversations with us
- emails, documents or letters you send to us
- our online services such as websites and social media

What we collect and use your information for

We take your privacy seriously and we will only ever collect and use information which is personal to you where it is necessary, fair and lawful to do so. We will collect and use your information only where:

- it's necessary to provide the service you have requested e.g. if you wish us to contact you in relation to business, we will require some personal information including your name and contact details
- it's in the legitimate interests of a third party e.g. sharing information with a third party supplier or sub-contractor to enable them to carry out agreed business subject to contract terms

If you do not wish us to collect and use your personal information in these ways, it may mean that we will be unable to provide you with our services.

Who we may share your information with

We may share your information with third parties for the reasons outlined in 'What we collect and use your information for.'

These third parties include:

- Companies we have chosen to support us in the delivery of the services we offer to you and other customers e.g. sub-contractors, third party suppliers delivering materials or services necessary for completion of the contract
- Our regulators and Supervisory Authority e.g. the Information Commissioner's Office for the UK (the ICO)

We will never sell your details to someone else. Whenever we share your personal information, we will do so in line with our obligations to keep your information safe and secure.

Where your information is processed

All of your information is processed in the UK and European Economic Area (EEA).

How we protect your information

We take information and system security very seriously and we strive to comply with our obligations at all times. Any personal information which is collected, recorded or used in any way, whether on paper, online or any other media, will have appropriate safeguards applied in line with our data protection obligations.

Your information is protected by controls designed to minimise loss or damage through accident, negligence or deliberate actions. Our employees also protect sensitive or confidential information when storing or transmitting information electronically and must undertake annual training on this.

Our security controls are aligned to industry standards and good practice; providing a control environment that effectively manages risks to the confidentiality, integrity and availability of your information.

How long we keep your information

We will keep your personal information only where it is necessary to provide you with our services while you are a customer.

We may also keep your information after this period but only where required to meet our legal or regulatory obligations. The length of time we keep your information for these purposes will vary depending on the obligations we need to meet.

Your individual rights

You have several rights in relation to how Maclin Electric uses your information. They are:

Right to be informed

You have a right to receive clear and easy to understand information on what personal information we have, why and who we share it with – as described in this Privacy Policy.

Right of access

You have the right of access to your personal information. If you wish to receive a copy of the personal information we hold on you, you may make a data subject access request (DSAR).

Right to request that your personal information be rectified

If your personal information is inaccurate or incomplete, you can request that it is corrected.

Right to request erasure

You can ask for your information to be deleted or removed if there is not a compelling reason for Maclin Electric to continue to have it.

Right to restrict processing

You can ask that we block or suppress the processing of your personal information for certain reasons. This means that we are still permitted to keep your information – but only to ensure we don't use it in the future for those reasons you have restricted.

Right to data portability

You can ask for a copy of your personal information for your own purposes.

Right to object

You can object to Maclin Electric processing your personal information where it's based on our legitimate interests (we do not use your data for profiling).

We do not use your data for direct marketing or for scientific/historical research and statistics.

Rights related to automatic decision making including profiling

You have the right to ask Maclin Electric to:

- give you information about its processing of your personal information

How to make a complaint

We will always strive to collect, use and safeguard your personal information in line with data protection laws. If you do not believe we have handled your information as set out in our Privacy Policy, please **contact us** and we will do our utmost to make things right.

If you are still unhappy, you can complain to:

<https://ico.org.uk/global/contact-us>

How to contact us

If you have any questions about our Privacy Policy or the information we collect or use about you, please contact;

Maclin Electric Ltd

Block 2 Unit 3

Inveresk Industrial Estate

Musselburgh

East Lothian

EH21 7UL

Email: info@maclinelectric.co.uk

Signed: 

Date: 25-05-2024