

PRIVACY POLICY

27th June 2018

In this Privacy Policy Statement, “We”, “Us” and “Our” mean MGS Precision Limited. Our address is shown above.

We are firmly committed to respecting your privacy and complying with applicable data protection and privacy laws.

We have provided this Privacy Policy Statement to help you understand how We collect, use, and protect your information when you visit/use Our website and when you generally use Our products and services. If you do submit personal information by ordering products, services or completing a web form enquiry, for example, you can be assured that We will only use your personal information for the purpose intended, as illustrated below.

We wish to help you make informed decisions, so please take a few moments to read the sections below and learn how We use your personal information.

Personal information collection

We endeavour to collect and use your personal information only with your knowledge and consent.

On Our website, We may collect your personal information for the following:

- Product & Services Sales;
- General Enquiries and information requests;
- Submit a Job Application.

The type of personal information We collect could include, for example, your name and postal address, date of birth, telephone number, email address or other general information such as information relevant to an application for employment or your specific enquiry.

We will not process any personal data collected through the Website unless We have first told you that We are going to do so, and it is clear how We will use it.

Non-Personal Information Collection

We may collect information about the software on your computer (your browser version etc.) and your IP address (your connection with the internet) in order to improve your interaction with the Website. This may happen automatically without you being aware of it.

For more detailed information, see our cookie policy.

How will we use your information?

We use personal data for the following purposes:

- Processing orders;
- Managing or administering your account;
- To provide you with the services you have requested through the Website;
- Responding to complaints or account enquiries;
- To respond to requests for information submitted by you on the website;
- For research purposes and to improve the services We offer;
- In order to comply with Our legal obligations.

We may also undertake market and product analysis based on your use of Our services and products and contact you with information about new developments, products, services and special offers by post, telephone and automated means such as Email and the internet (subject to any preferences expressed by you).

If you have consented to receive details of products and services, events and training or employment opportunities, you can contact Us at any time to have your details removed from lists used by us for any or all of those purposes.

To update your marketing preferences please email privacy@mgsprecision.co.uk using the email address you registered with and, if applicable, quote your account number in the body of the email and tell Us what you want Us to do – i.e. ‘I wish to opt out of receiving regular communications.’

Disclosure of Your Personal Data

We will not sell or pass your personal information to third parties, unless you have given Us permission or unless it is strictly necessary to deliver products or services ordered or used by you and you are notified beforehand.

For example, we may disclose your data to a delivery company to deliver your product or service.

We may be obliged to disclose personal data to a third party if We have a legal or regulatory obligation to do so, for example to comply with a court order, or meet obligations in accordance with applicable law.

Social media, blogs, reviews

Any social media posts or comments you send to Us (on Our Linked In page, for instance) will be shared under the terms of the relevant social media platform (e.g. Linked In / Twitter) on which they are written and could be made public.

Other people, not Us, control these platforms. We are not responsible for this kind of sharing. We recommend you should review the terms and conditions and privacy

policies of the social media platforms you use. That way, you will understand how they will use your information, what information relating to you they will place in the public domain, and how you can stop them from doing so if you are unhappy about it.

Any blog, review or other posts or comments you make about Us, Our products and services on any of Our blogs, reviews or user community services will be shared with all other members of that service and the public at large.

Any comments you make on these services and on social media in general must not be offensive, insulting or defamatory. You are responsible for ensuring that any comments you make comply with any relevant policy on acceptable use of those services.

How long do we keep your information for?

To make sure We meet Our legal data protection and privacy obligations, We only hold on to your information for as long as We actually need it for the purposes We acquired it for in the first place.

In most cases, this means We will keep your information for as long as you continue to use Our services and are deemed a customer, and for a reasonable period of time afterwards if you stop doing so, to see if We can persuade you to come back to Us. After that We will delete it other than where We lawfully can keep any data for audit or legal reasons.

We shall keep your personal information on Our database for not longer than 25 years from receipt, subject to an individual's right to unsubscribe or be forgotten at any time.

Requesting removal of your information

You can write to Us at any time to request removal of the personal information We may hold about you. Please write to the Company Secretary, MGS Precision Limited, Newcastle Street, Stone, STAFFS, ST15 8JU United Kingdom.

Please quote your name and address together with your account number, if relevant. We would be grateful if could also provide brief details of why you wish to have your details removed from Our database, however, this is not a requirement.

We will not make any charge for removing any personal information We hold about you.

We may take reasonable steps to confirm your identity before removing the personal information We may hold about you, this is for your security.

Access to your information

You can write to Us at any time to obtain details of the personal information We may hold about you. Please write to the Company Secretary, MGS Precision Limited, Newcastle Street, Stone, STAFFS, ST15 8JU United Kingdom. Please quote your name and address together with your account number, if relevant. We would be grateful if could also provide brief details of what information you want a copy of – this will help Us to more readily locate your information.

We will not make any charge for providing you with a copy of the personal information We hold about you.

We will take all reasonable steps to confirm your identity before providing you with details of any personal information We may hold about you.

Information Security

We recognise that people are becoming increasingly concerned about how companies protect personal information from misuse and abuse and about privacy in general.

All personal data that you supply Us with from Our website is stored on servers provided by Our hosting provider. We understand that Our hosting provider only employs servers sited in data centres that have the highest level of security accreditation at the time of implementation. For your protection, We never store any payment details We use industry standard TLS certificates to provide encryption of data in transit, for example, all access to Our website is covered by HTTPS.

Please also be aware that communications over the Internet, such as emails, are not secure unless they have been encrypted. Your communications may route through a number of countries before being delivered – this is the nature of the World Wide Web/Internet. We cannot accept responsibility for any unauthorised access or loss of personal information that is beyond Our control.

Privacy Policy Support

We reserve the right to amend or modify this Privacy Policy Statement at any time and in response to changes in applicable data protection and privacy legislation. Please check back here and review this document to ensure you are conversant and in agreement with Our current Privacy Policy.

We operate an open and transparent privacy policy. If you have any enquiry about Our privacy policy or data collection practices, please write to: Company Secretary, MGS Precision Limited, Newcastle Street, Stone, STAFFS, ST15 8JU United Kingdom or via e mail at privacy@mgsprecision.co.uk

You can find out more about your rights from the Information Commissioner, who regulates data protection and privacy. The Information Commissioner's website is <https://ico.org.uk/>.

As at: 27th June 2018
This policy will be reviewed regularly.

Signed:



COMPANY SECRETARY (Karen Haycock)
For and on behalf of MGS Precision Limited