





## **Privacy Policy**

This privacy policy tells you what to expect when we collect personal information about you when you use this website.

### **Topics**

1. What information do we collect about you?
2. Cookies
3. How will we use the information collected about you?
4. Marketing
5. Access to your information and corrections/changes
6. Third parties
7. Other websites
8. Changes to our privacy policy
9. Complaints
10. How to contact us
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### **1. What information do we collect about you?**

We will collect relevant information if you purchase or register for services by email, telephone, in person or by post.

We may also collect personal information to provide feedback about our services.

When using our website, Website usage information is collected by using Cookies (see below).

MEC Security Limited  
Kingsman Farm, Tye Common Road, Billericay, Essex, CM12 9PZ  
Tel: 01277 376080  
Web: [www.mecsecurity.com](http://www.mecsecurity.com)

Company Registration Number: 8322576



## 2. Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. It also allows certain website functions such as a 'shopping basket' to work.

You can get more information about Cookies at <https://ico.org.uk/for-the-public/online/cookies/>

You can turn off Cookies in your internet browser (e.g. Internet Explorer, Chrome, Safari, Opera or Firefox) so they are no longer collected and the above webpage contains links to tell you how to do this. Please note that turning off Cookies may prevent some of our website functions from working.

## 3. How will we use the information collected about you?

We will use the information you provide in order to provide the services you have requested to you. Certain information is required to provide those services.

If you do not think we need certain information to provide our services please get in touch using the details below and we will be happy to discuss this with you.

As well as for providing the services you have requested we may use the information collected for other purposes, such as marketing. However, we will only use the information for these purposes if you have consented to us doing so.

We make sure that we offer you genuine choice and control over how we use your data. If you wish to withdraw consent or change your preference about how we use your information then please contact us using the details below.

We do not transfer personal data to countries outside the EU.

We retain your data for (specify retention period or give criteria used to determine the retention period e.g. until we have fully answered your query



The provision of your personal data is part of a contractual requirement or obligation and the possible consequences of failing to provide the personal data are (specify consequences).

#### **4. Marketing**

We may contact you for marketing purposes if you have consented to this when you provided your information to us.

You can withdraw consent or change your preferences about marketing activities at any time by contacting us using the details below.

#### **5. Access to your information and corrections/changes**

If you would like to know what information we hold about you please write to us using the contact details below.

Please notify us if any of the information we hold about you has changed or is incorrect, we will be happy to update this for you.

#### **6. Third parties**

We may need to provide certain third party organisations with your information in order to provide our services (for example a courier who will deliver goods to you). We will only provide them with the information they require and will only permit them to use the information for the required purpose only.

If any such third party has used your information for any other reason without your consent please notify us using the details below and we will investigate the matter.

#### **7. Other websites**

Our website may contain links to other websites. This privacy notice only applies to this website. For information on how the other website provider will use any information you should check the privacy notice of that website.

#### **8. Changes to our privacy policy**

We keep this privacy policy under regular review and will post details of any changes below. This privacy policy was last reviewed on 23/05/2018.

#### **9. Complaints**

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We strive to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously.

If you think that our collection or use of information is unfair, misleading or inappropriate please bring it to our attention. We would also welcome any suggestions for improving our procedures. You may report any concerns regarding the way in which we have handled your personal data to the Information Commissioner on 0303 123 1113 or by using this link <https://www.ico.org.uk/concerns>.

## 10. How to contact us

You can contact us by email at [info@mecsecurity.com](mailto:info@mecsecurity.com)

Alternatively you can call us on: 01277 376080

## 11. Changes to this Privacy Policy

We have made the following changes to this Privacy Policy

Date	Change
23/05/2018	New privacy policy finalised for the scope of the new GDPR