



## **Meadowrose Scientific Ltd Privacy policy**

**At Meadowrose Scientific we respect your right to privacy. All data collected and stored by us is only held and exchanged where necessary. Our privacy policy outlines how we collect and use data received from you either directly or via our website and how this data is stored.**

### **Information that we collect**

- Name, business address, job title, e-mail address, telephone number, billing address
- Information about any transactions carried out between you and us
- Electronic information relating to emails, requests for contact and quality feedback forms
- Information about visits to our website. When you visit our website information about your computer and your visits are stored. Most browsers allow you to refuse to accept cookies to avoid storage.

### **How we use your information**

- To fulfil our contractual obligations to you relating to our services
- To respond to you

### **When we use your data**

- Where you have given us consent
- To allow us to process and fulfil our contract with you
- To allow us to provide information at your request

### **Lawful Basis for processing your information**

- We cannot fulfil our contractual obligation without the information we request. In order to fulfil our contract, we must store address information and be able to contact you.
- We provide your information to third parties to allow us to fulfil our contract
- We contact you at your request to provide information
- By visiting our website, you provide information



## **Who will we share your data with?**

To enable us to fulfil our contractual obligations or to respond to you we may need to share your details with a third-party service provider.

### **These Third Party providers are:**

- Couriers – for the delivery of parts
- Sub-contractors – where they will be contracted to carry out the work on our behalf

## **How long will we store your data?**

Data will be retained for the duration of any business being transacted with you

Data will be retained for the required legal number of years e.g. financial transactions

## **Protecting your data**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

## **GDPR – Your Rights**

You have the right to;

- To Request access to, deletion or correction of, your personal data held by us
- To be informed of what data processing is taking place
- To restrict processing
- To object to processing of your personal data

## **Contact Details**

Should you wish to contact us in respect of our data protection activities, please contact our appointed compliance officer:

April Lindfield  
Meadowrose Scientific Ltd  
Unit 4, Lloyds Court  
Manor Royal  
Crawley  
RH10 91QU

accounts@meadowrose.co.uk  
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