



PRIVACY POLICY

SUMMARY:

We only collect personal information about you - on behalf of your company - where it is completely necessary or you have consented, and we ensure that we only collect the information that we need.

We will not send you marketing material unless you have given us permission to do so.

We will never sell your personal information to third parties.

We do not share personal information with third-party suppliers.

We will protect your personal information with an appropriate combination of technical and organisational measures.

We record email conversations with you, for the reasons listed in Section 2.

You have rights to your information. These are detailed in Section 8.

We retain your data for as long as is necessary.

If you have a complaint, see how to contact us in Section 10.

If you have any questions about how we process your information, see how to contact us in Section 12.

1. WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We need information about your company to create your license or to offer our range of services. We need to collect information from you to do this and to offer you the right product for your circumstances.

This does not include personal information about you, other than your name, email address and job title.

2. WHY WE USE THE INFORMATION ABOUT YOU

We collect your personal information for a number of reasons: to provide you - on behalf of your company - with a quote; administer your licenses; protect us and you from fraud; improve the products and services we offer; and to inform you of other products that may interest you.

To process your information, we mainly rely on the following legal bases:

Performance management: The use of your information is necessary to manage the license that your company has with us.

Legitimate interests: We may use your information for our legitimate interests, such as to provide you with the most suitable license, website experience, emails or newsletters, or to improve and promote our products and services, along with administrative, fraud prevention and detection and legal purposes.

Consent: We rely on your consent to use your personal information for license management and also for direct marketing purposes. You may withdraw your consent at any time by contacting us using the details provided at the end of this policy.

3. INFORMATION THAT WE SHARE

We will never share nor sell your personal information with/to any third parties outside of MeadCo.

4. MARKETING

We would like to send you information about our products and services which may be of interest to your company. We will collect your information for marketing purposes when you obtain a quote, take out a license with us or otherwise provide your personal information through the MeadCo website.

5. INFORMATION SECURITY

We work hard to keep your data safe. We use an appropriate combination of technical and organisational measures to ensure, as far as reasonably possible, the confidentiality, integrity and availability of your information at all times. If you have a security-related concern, please contact us using the contact details at the end of this policy.

6. TRANSFERRING YOUR INFORMATION OUTSIDE OF THE EEA

We do not transfer your personal data outside of the EEA..

7. INFORMATION WE COLLECT THROUGH YOUR USE OF OUR WEBSITES

We collect information through the use of cookies and similar technologies to enable us to remember you when you visit our websites and to improve your online experience.

The use of these cookies helps us understand how you use our websites and view our products so we can tailor direct marketing and enhance our overall product and service offering to you.

To find out more about our use of cookies and related technologies, please read our Cookie Policy on our website.

8. ACCESS TO YOUR INFORMATION AND CORRECTION

You have the right to request a copy of the information we hold about you. We will provide you with this information within one month of receiving your request and verifying your identity.

You also have a right to contact us if you believe your personal information is incorrect, or if you believe we are no longer entitled to use your personal data. If you have any questions about how we use your personal information, please contact us using the details provided at the end of this policy.

9. RETAINING YOUR DATA

MeadCo and the information we collect about you are subject to various regulatory and legislative requirements. In addition, we will endeavour not to keep your personal information for longer than we have to for us to fulfil our obligations to you. Where it is not possible for us to delete your data, we will ensure the appropriate security and organisational measures are put in place to protect the use of your data.

10. COMPLAINTS

We work hard to ensure that your personal information is treated safely and securely. However, if you have a complaint, write to us using the contact details at the end of this policy, or talk to a member of the team at your local agency. You also have the right to complain to the Information Commissioner's Office.

11. CHANGES TO OUR PRIVACY POLICY

We review our Privacy Policy regularly and will place any updates on our website and in relevant policy communications.

12. WHO TO CONTACT IN RELATION TO PROCESSING OF PERSONAL INFORMATION

Mead & Co Ltd controls the processing of personal data on its systems. If you would like to discuss anything in relation to this policy or how we handle your personal information, you can reach the Data Protection Officer for MeadCo by writing to:

feedback@meadroid.com attn: Data Protection Officer