

**1.0 Statement of Intent**

**1.1 How we use your information**

This statement of intent tells you what to expect when Our MEP Co. Ltd collects your personal information. It applies to information we collect about:

- a) visitors to our website;
- b) complaints and feedback received;
- c) information required for commercial purposes for providing our services to our customers;
- d) information for marketing of Our MEP Co. Ltd; and
- e) job applicants and our current and former employees.

**2.0 Policy statement**

**2.1 Visitors to our website**

When someone visits our website, we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the website. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information throughout website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

**2.2 Use of cookies by Our MEP Co. Ltd**

You can read about how and why Our MEP Co. Ltd use cookies on our Cookies Page Statement of Intent.

**2.3 Submission of your information**

We do not have the facility for you to submit any information from our website. Any personal information will be collected directly from yourself via telephone or email correspondence only. Your information will only be used for the stated intended purpose and will not be shared outside of Our MEP Co. Ltd without your express consent. Your consent to share your information will be sought at the time of you submitting your data.

**2.4 Complaints and feedback**

Should you wish to make a complaint our complaints process is available upon request. All information received during the course of a complaint is handled with the same level of security protection and need for privacy as any other information we collect.

**2.5 Information required for commercial purposes for providing our services to our customers**

Our MEP Co. Ltd use information provided by yourself to provide our services and products to our customers. This data is only used for its intended and stated purpose. This includes financial information for the production of invoices and receiving of payments for services provided.

## 2.6 Protecting your information

In order to protect your information, we have in place the following methods of protection:

- a) monitored Firewall protection;
- b) Malware protection on all platforms;
- c) encryption on data at rest and at point of use;
- d) ongoing back-ups; and
- e) auditing for data integrity on an ongoing basis.

## 2.7 Information back-ups

Our MEP Co. Ltd have a Data Back-Up Statement of Intent in place. We retain back-ups for a maximum of one month. Upon receiving a request to remove data of a personal nature, this will be completed by removing all references and data from the production environment. The full deletion of this data will be achieved after the retention period stated above has been reached.

## 2.8 Requests for your information

Our MEP Co. Ltd will respond to requests for the information we hold on you within the required 30-day period. Initial requests will not be charged; however, should more than two requests be made within a three-month period of time, subsequent requests will be charged at £10 (+VAT) per request.

All information will be provided in the format of a pdf document.

## 2.9 Marketing information

Our MEP Co. Ltd collects information from various sources for marketing purposes. This information can be from social media forums or industry forums to name but a few. We retain this information for a period of no more than 18 months, or the duration of the marketing campaign only.

## 2.10 Sharing information

Our MEP Co. Ltd shares information with the following external organisations for commercial purposes:

- a) solicitors;
- b) accreditation bodies;
- c) clients;
- d) HMRC;
- e) payroll company; and
- f) Bank Line.

Information is shared with organisations within the United Kingdom-European Union. However, operationally Our MEP Co. Ltd operate worldwide, therefore, data can be accessed worldwide, especially on portable devices.

The exception to this criteria is the sharing of information with United Kingdom authorities for investigatory purposes as per current legislation on finance and personnel.

## 2.11 Supplier information

Our MEP Co. Ltd are aware that sometimes information with regard to suppliers is personal in nature. This information is protected to the full extent as any other information within our environments. This information is not shared unless express permission is granted by the individual.

### 3.0 Job applicant and our current and former employees

#### 3.1 Job applicants

When Our MEP Co. Ltd receives job applications we hold these in a secure manner. The application forms are deleted or, in the instance of hard copies, shredded after the selection period is completed. This information is not shared outside our Company and is only shared internally with designated personnel. Where information of an applicant is to be retained for future use only the contact information will be retained. Consent from the applicant will be sought prior to the retention of any personal contact information.

#### 3.2 Current employees

All personal information held by Our MEP Co. Ltd on current employees is managed and maintained in a secure manner, the same as any other information we hold. All employees have the right to view the data we hold on them at any time. A formal request is required to be made for this information through the Finance Department.

#### 3.3 Former employees

All personal information held by Our MEP Co. Ltd on former employees is managed and maintained in a secure manner, the same as any other information we hold. Should a former employee wish to view the data that we hold on them the steps for requesting information (detailed above) is followed. Information held on personnel is retained for a period of no longer than three years after the cessation of employment, in line with current United Kingdom legislation. After this period of time all information on the former employee is deleted. If requested, a confirmation of this will be communicated to the person.

#### 3.4 Reporting of data breaches

Our MEP Co. Ltd will report all major data breaches of data we have control and responsibility for to the Information Commissioners Office (ICO), our customers, sub-contractors and/or suppliers. All potential data breaches are fully investigated as per our Information Security Incident Statement of Intent.

When a data breach is detected and the severity ascertained, this will be reported to the ICO within 72 hours.


#### 3.5 Security and protection

Our MEP Co. Ltd takes the security of all information seriously. As such, our systems are audited and verified on an annual basis.

#### 3.6 Data Protection Officer

To contact the Data Protection Officer, please email: [enquires@ourmepco.co.uk](mailto:enquires@ourmepco.co.uk)

In line with our standard procedures, this statement of intent will be reviewed annually.

Signed on behalf of Our MEP Co. Ltd by Lee Pickering, Managing Director:.....

**January 2024**