

# MACH RECRUITMENT.

## Privacy Policy

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**Last Updated:** 25<sup>th</sup> February 2024

### Introduction

Mach Recruitment Limited ("we," "our," or "us") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your personal data when you use our website, products, or services in accordance with the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

By using our website or services, you agree to the collection and use of information in accordance with this policy.

### 1. Information We Collect

We collect the following types of personal information:

- **Personal Identification Information:** Name, email address, phone number, billing and shipping address.
- **Usage Data:** Information on how you access and use our website, such as your IP address, browser type, and pages visited.
- **Transaction Data:** Payment details and order history for processing purchases or services.
- **Communication Data:** Information you provide when you contact us, such as feedback, support requests, or inquiries.

### 2. How We Use Your Information

We use your personal data for the following purposes:

- To provide and manage our products or services.
- To process transactions, payments, and manage customer accounts.

- To improve our website, products, and services based on your feedback and usage data.
- To communicate with you regarding updates, promotions, or important notices.
- To comply with legal obligations or enforce agreements.
- To personalise user experience and send relevant offers or marketing materials (if you consent).

### 3. Legal Basis for Processing Your Data

We process your personal data based on the following legal grounds:

- **Contractual Necessity:** To fulfill our contractual obligations (e.g., processing your order).
- **Consent:** If we ask for your consent to process data for specific purposes (e.g., marketing).
- **Legitimate Interests:** To conduct our business in a way that benefits you, such as improving our services.
- **Legal Obligation:** To comply with legal obligations or regulations.

### 4. Sharing Your Data

We may share your personal data with third parties in the following circumstances:

- **Service Providers:** We may share data with third-party service providers who assist us in operating our website, processing payments, and fulfilling orders (e.g., delivery companies).
- **Legal Compliance:** We may disclose your information to comply with legal obligations, protect our rights, or prevent fraud.
- **Business Transfers:** In the event of a business merger or acquisition, your information may be transferred to the new owners.

### 5. Data Retention

We will retain your personal data for as long as necessary to fulfill the purposes outlined in this policy, unless a longer retention period is required by law or for legitimate business interests (e.g., tax or accounting obligations).

### 6. Your Data Protection Rights

Under the GDPR, you have the following rights regarding your personal data:

- **Access:** You have the right to request a copy of your personal data.
- **Correction:** You have the right to correct any inaccurate or incomplete data we hold about you.
- **Deletion:** You can request that we delete your personal data, subject to certain legal limitations.
- **Restriction:** You have the right to restrict the processing of your personal data in certain circumstances.
- **Portability:** You can request a copy of your personal data in a machine-readable format.
- **Objection:** You can object to the processing of your personal data for certain purposes, including direct marketing.

To exercise any of these rights, please contact us at [Your Contact Information].

## 7. Security of Your Data

We implement appropriate technical and organisational measures to protect your personal data from unauthorized access, loss, or alteration. However, please note that no method of data transmission over the internet is 100% secure.

## 8. Third-Party Websites

Our website may contain links to third-party websites that are not operated or controlled by us. This privacy policy does not apply to those websites. We recommend reviewing the privacy policies of any third-party sites you visit.

## 9. International Transfers

We may transfer your personal data outside of the UK or the European Economic Area (EEA). If we do so, we ensure that appropriate safeguards are in place to protect your data in compliance with applicable laws.

## 10. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated "Last Updated" date. We encourage you to review this policy periodically to stay informed about how we protect your personal data.

## 11. Contact Us



If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at:

Mach Recruitment Limited  
5 Carlton Court, Leeds LS12 6LT  
Email: [HR@mach.co.uk](mailto:HR@mach.co.uk)  
Phone: 08444 146 888