

## 1. Introduction

We are committed to safeguarding the privacy of [our website visitors, service users, individual customers and customer personnel].

This policy applies where we are acting as a data controller with respect to the personal data of such persons; in other words, where we determine the purposes and means of the processing of that personal data.

Our website incorporates privacy controls which affect how we will process your personal data.

We use cookies on our website. Insofar as those cookies are not strictly necessary for the provision of [our website and services], we will ask you to consent to our use of cookies when you first visit our website.

In this policy, "we", "us" and "our" refer to MPDFM.

## 2. The personal data that we collect

In this Section we have set out the general categories of personal data that we process [and, in the case of personal data that we did not obtain directly from you, information about the source and specific categories of that data].

We may process data enabling us to get in touch with you ("contact data"). The contact data may include [your name, email address, telephone number, postal address and/or social media account identifiers. If you log into our website using a social media account, we may obtain elements of the contact data from the relevant social media account provider.

## 3. Purposes of processing and legal bases

We may process contact data for the purposes of managing our relationships, communicating with you by email, providing support services and complaint handling. The legal basis for this processing is namely communications with our website visitors, service users, individual customers and customer personnel, the maintenance of relationships, and the proper administration of our website, services and business.

## 4. Providing your personal data to others

Your personal data held in our website database will be stored on the servers of our hosting services providers.

## 5. Retaining and deleting personal data

Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

## 6. Your rights

Your principal rights under data protection law are:

- (a) the right to access- you can ask for copies of your personal data;
- (b) the right to rectification- you can ask us to rectify inaccurate personal data and to complete incomplete personal data;
- (c) the right to erasure- you can ask us to erase your personal data;
- (d) the right to restrict processing- you can ask us to restrict the processing of your personal data;
- (e) the right to object to processing- you can object to the processing of your personal data;
- (f) the right to data portability- you can ask that we transfer your personal data to another organisation or to you;

- (g) The right to complain to a supervisory authority- you can complain about our processing of your personal data.
- (h) The right to withdraw consent- to the extent that the legal basis of our processing of your personal data is consent, you can withdraw that consent.

## 7. Cookies

Cookies may not contain any information that personally identifies a user, but personal data that we store about you may be linked to the information stored in and obtained from cookies.

We use cookies for the following purposes:

**(a)** Authentication and status- we use cookies [to identify you when you visit our website and as you navigate our website, and to help us determine if you are logged into our website.

**(b)** Security- we use cookies [as an element of the security measures used to protect user accounts, including preventing fraudulent use of login credentials, and to protect our website and services.

If you block cookies, you will not be able to use all the features on our website.

## 8 Our details

This website is owned and operated by MPDFM. Regd. in [England and Wales] under registration number 4632279

You can contact us: [info@mpdfm.com](mailto:info@mpdfm.com)

Our data protection officer's contact details are Deepak Shukla.

Signed on behalf of MPD FM Ltd:



Sharjeel Bhatti

CEO

Date: 12/10/22