

At Malin Group we take your privacy seriously, this privacy notice explains how we use any personal information we collect about you.

What is GDPR?

The way we handle your personal information is changing. General Data Protection Regulation, known as GDPR, is the new legislation that governs how we use and protect your personal information. GDPR comes into force 25th May 2018 and replaces the existing Data Protection Act or DPA. Further information on the GDPR may be found at the Information Commissioner's Office website.

How the law protects you

Data protection law says that we are allowed to use personal information only if we have a proper reason to do so. This includes sharing it outside of Malin Group Ltd. The law says we must have one or more of these reasons:

- To fulfil a contract we have with you
- When it is our legal duty
- When it is in our legitimate interest
- When you consent to it.

A legitimate interest is when we have a business or commercial reason to use your information. But even then, it must not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what that is.

What information do we collect from you?

We will collect information about and supplied by you if you contact us for information on a product or service we offer or we contract you to provide a service for us, and this will normally be limited to (non-sensitive) personal information such as your name, address, and your employing company details. We will NOT collect (sensitive) personal information.

The information may be collected or supplemented, face to face (directly from you), by telephone, post, email or when voluntarily issue us a Quotation Request or Contact IS pages on our website, via online sources such as tendering databases or via publicly available sources such as LinkedIn.

Why do we collect this information?

The information we collect about you may be used in a number of ways, for example:

- To negotiate, arrange and administer quotations.

- To contact you and arrange subcontract services with us

For each purpose we must be able to rely on a legal ground to justify why we are using your (non-sensitive) personal information. The legal grounds that we may rely on are:

- Performance of our contract with you
- Compliance with a legal obligation
- Legitimate interests

We will not disclose your personal information to other third parties unless we are required to do so for purposes of tendering or providing contracted services to you.

Marketing

We will only use your information for marketing purposes if you expressly give us permission to do so.

You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, all our marketing correspondence will include a link which allows you to immediately withdraw your consent.

We will not share your information for marketing purposes with companies outside of Malin Group Ltd.

How long do you retain my information?

If we have tendered or executed a contract with you we will normally hold on file this fact and your details for 10 years to allow us to aggregate trends in the work we offer you and your company.

*We may keep your information for longer than ten years if we cannot delete it for legal, regulatory or technical reasons. *

Sending data outside of the EEA

We only send your data outside of the European Economic Area (“EEA”) to:

- Follow your instructions
- Comply with legal duty
- Execute a contract or tender for you

If we transfer your personal information outside of the EEA we will ensure an adequate level of protection is in place to protect your personal information such as:

- Transferring to a non-EEA country with privacy laws that give the same protection as the EEA
- Putting in place contractual protections that ensure the security of any information passed

How can I access or correct the information you hold about me?

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the following address:

Malin Group Ltd, South Rotunda, 100 Govan Road, Glasgow G51.

We will not make a charge for this service

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

How can I withdraw my consent?

You can withdraw your consent at any time by contacting us at GDPR@malingroup.com or using the links in any of our marketing material.

If you withdraw your consent, we may not be able to provide certain products or services to you. If this is so, we will tell you.

How can I make a complaint?

If you are not satisfied with our use of your personal information, our response to an exercise of your rights set out above, or if you believe us to be in breach of our data protection obligations, you have the right to complain to the Information Commissioner's Office, and their website offers clear directions on how to register a concern.

Other websites

Our website contains links to other websites. This privacy notice only applies to this website and your relationship with us.

Changes to our privacy notice

We keep our privacy notice under regular review and we will place any updates on this web page. The privacy notice was last updated on 8/5/2018.

How to contact us

Please contact us if you have any questions about our privacy notice or information we hold about you:

By Email; or Write to us at Malin Group, South Rotunda, 100 Govan Road, Glasgow, G51 1AY