



ENQUIRY AND MAILING LIST PRIVACY NOTICE

This privacy notice explains how we use personal information that we collect about you when you enquire for services a PM+M or join our mailing lists.

WHAT DATA WILL PM+M COLLECT?

As part of your enquiry or subscription we may collect your name, address, date of birth, telephone, mobile and email contact details and information to assess your service requirements.

We may use your email or telephone contact number/s provided to contact you with regards to your enquiry and subsequent quotation for services if appropriate.

If you are providing information and/or contact data for a 3rd party (for example your client, relative or spouse) we assume that you have their consent to share this with us. They retain the right to access, correct or remove this information at any point.

HOW WE COLLECT YOUR PERSONAL DATA

We will collect data from the information you provide when you make an enquiry or subscribe to our mailing list on our website.

Data may be collected from publicly available resources for example from aggregated Companies House information, the electoral roll or from your business website and websites such as FAME or MINT. We may obtain personal data that includes but is not limited to name, home and/or business address, email address, dates of birth, telephone numbers and email addresses. Within each communication will be the opportunity to unsubscribe from any future marketing communications and basic identification data will be held to ensure no further communications are sent.

WHEN WILL WE USE YOUR PERSONAL DATA

We will use your personal data to provide you with the services you have requested when you make an enquiry.

If you also (as part of your enquiry or separately) subscribe to join our email mailing list, your information and selected preferences will be added to our email database. Our email database is held via Mailchimp.com and stored at US based, world-class data centres. Only data relating to your emails will be stored here, including your email address, name and email preferences. The provider is SOC 11 Compliance and has PCI DSS Certification. All data is encrypted with SSL. The option to update your preferences or to unsubscribe is provided in each Mailchimp email communication.

We may also use your personal data to contact selected individuals and businesses about a product or service where we believe there may be a legitimate interest in receiving our communication to pursue legitimate interests of our own or those of third parties (provided your interests and fundamental rights do not override those interests)

DATA RETENTION

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected.



HOW WE WILL STORE YOUR PERSONAL DATA

We will store your details in a database so that we can communicate with you with regards to your enquiry or other necessary services. This data will be stored electronically in a secure file location on PM+M's secure server based in the UK, which will be accessible to the relevant PM+M client service team members. Any hard copies will be securely shredded following your enquiry. An encrypted backup may be stored off-site but will not be sent outside of the United Kingdom or EU.

ACCESS TO YOUR INFORMATION, CORRECTION AND REMOVAL

You have the right to request a copy of the information that we hold about you, to correct information or to request the removal of your data.

We want to make sure that your personal information is accurate and up-to-date. You may ask us to correct or remove information that you think is inaccurate. For access requests, your information will be provided within 30 days of your initial request. If your request is deemed unfounded or excessive we may notify you that there will be an administrative cost for providing this access request.

If you would like a copy of some or all of your personal information held, to correct or request the removal of this data, please contact our Marketing and Business Development Manager, on the contact details in the footer of this policy. On becoming a client of PM+M, these terms of data will be superseded by our Client Privacy Notice which will be approved as part of your client onboarding process. You may access this notice via our legal link at www.pmm.co.uk

CHANGES TO OUR PRIVACY NOTICE

We keep our privacy notices under regular review and we will place any updates on this web page. This privacy notice was last updated in July 2019.

HOW TO CONTACT US

Please contact us if you have any questions about this privacy policy or information that we hold about you.

Terri Green – Marketing and Business Development Manger

By telephone: 01254 679131

By email: terri.green@pmm.co.uk

In writing: PM+M Solutions for Business LLP, New Century House, Greenbank Technology Park, Challenge Way, Blackburn BB1 5QB