



# Mantes

## PRIVACY POLICY

### Introduction

This data protection and privacy policy outlines our commitment to you concerning your personal data.

### What is personal data?

Personal data covers any information that enables us to identify you as an individual. This information could include, name, address, telephone number, email address etc.

### How do we use your personal data?

All information that we hold concerning you as an individual will be held and processed by us in accordance with the provisions of data protection legislation. We will use your data to administer our relationship with you and to provide you with information about our company activities. We will respect your preferences to be included or not included in emails.

### Data Retention

We will only keep your details for as long as necessary and will remove your details from our database as soon as possible.

### Will we share your personal data?

We will not sell, share or transfer your details with anyone else for marketing purposes.

### Use of cookies

At present we're only using cookies to collect Google Analytics – these collect anonymous data so we can see how popular (we hope) our site is and what people are interested in looking at.

### General Data Protection Regulations

From May 2018 all organisations which use personal data of service users, customers, staff or any other individuals need to be compliant with a new set of data protection regulations, these regulations are referred to as GDPR. GDPR overlaps with, and sits in relationship to the Privacy and Electronic Communications Regulations (PECR) which governs the use of electronic communications such as email and SMS messages. We will comply with GDPR and PECR.



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## PRIVACY POLICY CONTINUED

### Six Lawful Basis for Processing Data

There are six lawful bases for processing the data of an individual. In this instance 'processing' qualifies as both using their data to send information and using their data to achieve operational objectives.

The six lawful basis are;

1. Where we have the consent of the data subject
2. Where processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
3. Where processing is necessary for compliance with a legal obligation
4. Where processing is necessary to protect the vital interests of a data subject or another person
5. Where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
6. Where necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject

If an individual is new to us we will be explicit how we will use their data, which includes what we will send them, at the point of sign-up.

### Opting Out

Above both consent and legitimate interest is the individual's right, at any time, to make any changes to the ways in which we contact them; through the mail, telephone, email, or messaging service. Any individual can request changes to what we send them and by which medium. This includes opting out of all communications.

### Making changes to contact preferences

In all cases our office staff are able to change people's contact preferences. To make changes to your contact preferences please contact us using the details below.

### Contacting us regarding your personal data

As an individual, you have a right under data protection legislation to obtain information from us, including a description of the data that we hold on you. Should you have any queries concerning this, please contact us using the contact details below.

Post: Stones Cottage, 41 High Street, Skellingthorpe, Lincoln, LN6 5TS, UK

Email: [hello@mantes.com](mailto:hello@mantes.com)

Telephone: +44 (0)1522 306290