



## Privacy Statement -How We Process Your Data

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**Marine Electrical Installations** was formed in 2001 and has many years' experience of processing customer's information in a safe and lawful manner.

The EU General Data Protection Regulation (GDPR) is a significant piece of European legislation which will come into force in 2018. It builds on existing data protection laws, strengthening the rights that EU individuals have over their personal data, and creating a single data protection approach across Europe.

### **HOW WILL MARINE ELECTRICAL COMPLY WITH THE GDPR?**

Our GDPR preparation started in 2017 and as part of this process we are reviewing (and updating where necessary) all our internal processes, procedures, data systems and documentation to ensure that we are ready when GDPR comes into force in 2018.

### **WHAT DATA DO WE HOLD?**

The data Marine Electrical Installations Ltd holds has been gathered during your procurement of goods and/ or services from our organisation and consists of a contact name, contact number, address and email.

### **OUR GDPR PRINCIPLES ARE:**

- Data is processed fairly and lawfully
- Data is processed only for specified and lawful purposes
- Processed data is adequate, relevant and not excessive
- Processed data is accurate and, where necessary, kept up to date
  - Data is not kept longer than necessary
- Data is processed in accordance with an individual's consent and rights
  - Data is kept secure
- Data is not transferred to any third parties

### **WHAT TO DO NEXT?**

We will only contact you to make you aware of any company changes or promotional items we feel are relevant to you. If you **DO NOT** wish for us to contact you please email [Office@m-e-i.co.uk](mailto:Office@m-e-i.co.uk) and we will remove you from our contact list.