

PRIVACY POLICY

APRIL 2018

PRIVACY NOTICE

We hold personal data of individuals with whom we have contact in the course of our activities. This policy sets out how we seek to protect such personal data. BinBoy Ltd may already be in contact with you and your company or may do so in the future. We'd like you to be confident in the manner that we conduct our business and handle any personal data in the conduct of our business.

BinBoy Ltd includes MGB Easy Handling as an appointed representative of BinBoy Ltd, authorised and regulated by the Financial Conduct Authority. Registered Office: Middlemarch, Broomhill Lane, Reepham, Norfolk, NR10 4QY T: 01603 555700. Registered in England & Wales number 06968491

What personal information do we hold?

The personal information we collect about you is made up from the information you and others give us during your use of our website, our services and during our communications with you.

How your personal information is used.

We may contact you with information of our own products and services, if we believe there may be a genuine interest in our specialist products and services. We send most of our publications, event information and marketing communication via email but we may from time to time use other permitted means such as post or telephone. We will use our discretion as to which channels we will employ, however we will never over-burden you with excessive contact and will respect your wishes in terms of your rights. If you prefer to opt out of receiving our publications the easiest way to do this is via email through our website, see below. BinBoy Ltd will only use this information held for legitimate purposes of BinBoy Ltd The legal basis for holding personal data is the individual's consent.

If you are a current or lapsed client, we process your personal information for the purpose of contractual business interests. This allows us to manage your account and keep your personal information for financial/auditing/compliance purposes.

How long will we keep your information for?

If we are in discussion with you about our services, we will hold your personal information for 7 years. We will ensure that your personal information is kept up-to-date and may be verified on an annual basis. You have the right to find out what personal information we hold about you. If any of your details are incorrect, inaccurate or incomplete you can ask us to correct them or to add information. You can ask us to delete your personal information if we do not need to keep your information for legal or regulatory reasons.

If you are an existing or lapsed customer, we will keep your personal data for the duration of our business relationship with you and for as long as it's considered necessary, for the purpose for which it was collected, and to comply with our legal and regulatory requirements. This will involve keeping your information for a reasonable period of time after your relationship with us has ended. In the absence of specific legal, regulatory or contractual requirements, any other personal information is kept for our baseline retention period - this is seven years after ceasing our services. You have the right to find out what personal information we hold. If any details are incorrect, inaccurate or incomplete you can ask us to correct them or to add information. You can ask us to delete personal information if we do not need to keep the information for legal or regulatory reasons.

How do we keep your personal information safe and secure?

We take technical and organisational measures to ensure the security of your data.

- Your data will only be used for the intended purpose by BinBoy Ltd
- Your data will never be shared with any other company
- Your data will never be sold to any third parties
- Your data will be processed securely in the UK and will not be transferred outside the European Economic Area.
- No more data is held than is necessary
- BinBoy Ltd will take reasonable steps to ensure data is kept accurate
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What rights do I have? You have the right to:

- Obtain a copy of the personal data held about you
- Have the data rectified, if it is inaccurate
- Have the data erased if it is no longer necessary us to hold them
- Withdraw any consents you have given to us in respect of your personal data, where we have asked for and are relying on your consent
- Complain to the Information Commissioners Office if you believe your data is being processed unlawfully using the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9
5AF
Tel: 0303 123 1113 or 01625 545 745
Email: casework@ico.org.uk

More information with regard to your rights can be found on [the Information Commissioner's Office's website](#).

Contact

If you have any questions please contact Steve Frost – Manager on 01603 555700 BinBoy Ltd or email steve.frost@mgbeh.co.uk or visit www.mgbeh.co.uk

