

# GDPR Privacy Policy

GDPR Privacy Policy. Complying with the new EU General Data Protection Regulation (GDPR)

GDPR Privacy Policy. GDPR comes into effect on 25th May 2018 and changes UK data privacy law to give you more control and protection over the use, processing, transfer and storage of personal data. At Marilake Aerosystems we have updated our GDPR Privacy Policy to reflect these changes. We won't be changing the way we use your personal information, but the new notice now provides you with additional details including, your increased rights in relation to the information we hold about you, how we keep your personal information secure, the types of personal information we collect from you and the legitimate grounds for how we use your information.

## History of GDPR

Since the introduction of the Data Protection Act 1998 technology has advanced considerably and now vast amounts of personal data is being generated and used in ways that were unforeseen in 1998, Facebook Twitter, Instagram etc. Technology advances have meant the law needed to be updated to better protect people's data. GDPR is an EU law that applies to all EU member states and countries outside the EU who process data owned by EU citizens. It will still apply after Brexit as the UK government is enshrining this legislation into UK law. There are many benefits including more control over your personal data and how it is used, ensuring data held is with your consent and is accurate, up-to date, secure and properly managed. Marilake Aerosystems are committed to protecting and respecting your privacy, and your information will be held and handled by us according to this GDPR compliant Policy. Note: for the purpose of the General Data Protection Regulation ("GDPR"), Marilake Aerosystems are the data controller in respect of information we collect.

## Information you give us

Information about yourself including your full name, title and postal address, contact information including email address is requested and collected from you prior to any work we carry out. We will not collect your personal information without your prior knowledge or permission.

Information that you provide when you visit our website, make an enquiry on our website or request our services by phone or if you email or contact us, we may keep a record of the correspondence or keep your message, email address and contact information to respond to your request.

## Information we collect about you

Marilake Aerosystems do not track individuals use of the site or capture personal information through the use of cookies.

## Personal information storage

The data that we collect from you will not be transferred to, and stored at, any destinations outside the European Economic Area (“EEA”). It will also only be processed by staff operating inside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of our services to you or the processing of your payment details. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security safeguards (both electronically and physically) to try to prevent unauthorised access or disclosure.

## How will Marilake Aerosystems use information you give us

To provide you with information or products and services that you request from us or determine which communications about us may be of interest to you. In entering in to business with Marilake Aerosystems, you are opting-in to receive marketing information by email and you agree to our using your personal information to tell you about new features, services, and products from Marilake Aerosystems that we believe may be of interest to you and in your best interests. If at any time you wish to opt-out of receiving such information, you may do so by contacting Marilake Aerosystems either via our website or by email at [enquiries@marilake.com](mailto:enquiries@marilake.com)

To carry out our obligations arising from any contracts entered into between you and us, you agree to us contacting you in connection with your order, including the notification to you about prices, turnaround times or to contact you where necessary if you have requested information regarding your order and services that we provide or have made a specific enquiry.

To administer, support, improve and develop our business or contact you for your views on our services. As part of our ongoing efforts we may also use your information to provide you with promotional information about services which may be of interest to you and we may contact you about these by electronic means or telephone. If you are an existing client, we will usually contact you by e-mail with information about services similar to those previously provided to you. If you do not want us to use your data in this way, then please email us at [enquiries@marilake.com](mailto:enquiries@marilake.com)

The information you provide to Marilake Aerosystems will enable us to improve on the level of service provided to you and will allow us to make sure you receive updated information on Marilake Aerosystems’ activities and business that may be of interest to you. We occasionally use other companies to provide limited services on our behalf. We will only provide those companies the information they need to deliver the service and they are prohibited from using that information for any other purpose(s). Marilake Aerosystems protects the security of your personal information to ensure that it is not lost, misused, disclosed without your consent, altered or destroyed.

# Accessing your personal data

## GDPR Privacy Policy

We may disclose your personal information to business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you.

If Marilake Aerosystems or its assets are acquired by a third party, in which case personal data held about clients could be one of the transferred assets.

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, enforce our terms and conditions of business or other agreements; or to protect the rights, property, or safety of Marilake Aerosystems, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

However, we will otherwise never release, distribute or sell your personal information to any third parties.

Our website may, from time to time, contain links to and from third party websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies even if you access them using links from our website. Please check these policies before you submit any personal data to these websites.

You may request access to information held about you. This is normally a free service although a charge may be levied to cover our administration costs.

If you have any questions, comments or concerns about this Policy, then please email us at [enquiries@marilake.com](mailto:enquiries@marilake.com) or telephone us on +44 (0) 1202 863747

**Marilake Aerosystems GDPR Privacy Policy**

for further details on our GDPR privacy policy please

Contact Marilake Aerosystems on **+44 (0) 1202 863747**