



## PRIVACY AND COOKIE POLICY

This privacy policy explains how we collect personal data, how we use and store it, and how to contact us regarding your data.

MV Expo Ltd is a UK registered company (no.11336865). Our registered office is Unit 4, Bay 2, Walton Farm, Walton Lane, Bosham, Chichester, West Sussex, PO18 8QB.

This policy applies to customers of and suppliers to MV Expo Ltd, and to visitors to our website and social media platforms.

We currently collect and process the following information whenever you interact with us:

- Personal identifiers, contacts and characteristics (such as name and contact details)
- For suppliers, we might hold company details, bank information and contact addresses
- Website usage information and IP addresses (see the section on cookies)
- We may collect your information from a third party where you have given your consent. As with all third parties, you may wish to check how they collect, store and process your personal data.

Most of the personal information we process is provided to us directly by you, either through direct contact with staff (in person, email or telephone) or through our web site or social media platforms.

In terms of our customers and suppliers, we may hold and store information about your company and your employees to enable us to complete any request you make of us, or to provide you with the most relevant information. Using this data allows us to:

- Process orders and to follow up any queries
- Keeping historical information on transactions
- For general record keeping, accounts and insurance purposes.
- To protect and defend our rights
- To enable us to make payments to you. Where payments to us are being made by credit card, no card details will be stored on our systems.

We may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, reporting potential crimes or administrative purposes. We may share your corporate information with credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors. We may be asked to provide details to tax, customs and excise authorities, regulators, courts or the police.

We may provide personal information to organisations such as hauliers, customers, suppliers or processors in order to process orders received or placed with you. This information will be limited to that which is considered essential to efficiently complete the job or request.

**t:** 01243 278297

**e:** [info@mvexpo.com](mailto:info@mvexpo.com)

**w:** [www.mvexpo.com](http://www.mvexpo.com)

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Unless required by legislation or for efficient operation of our trading relationship, no information will be provided to a third party without your express consent.

In terms of any visitors to our websites and Cookie Policy: you can browse our websites without needing to provide names or contact details.

We also use third party suppliers such as Google Analytics and Facebook, these providers may use cookies. They may also use tracking pixels, which are commonly found in advertising, to track the effectiveness of adverts. As some of these services may be based outside the UK and the European Union, they may not fall under the jurisdiction of UK courts. If you are concerned about this you can change your cookie settings.

You can delete cookies that are already on your device by deleting your browser history. You can also block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies.

You may choose to provide your contact details, via our online form, if you wish to obtain quotes or any other information about our services. Mandatory fields are marked by an \* on the form, other information does not need to be provided.

Regarding our social media platforms: MV Expo Ltd operates social media platforms including Facebook and Instagram. No information collected through these social media sites will be used other than to provide content on marketing and other items of interest under the normal terms of these platforms, and to provide anonymous statistics on member numbers and numbers of likes, retweets etc. Any posts or comments that you make to our pages may be publicly available and we are not responsible for this type of sharing. You are responsible for ensuring that any comments that you post comply with any relevant policy on acceptable use of those services.

We will retain your personal information only for as long as is necessary for our legitimate business interests. For accounting, tax and insurance reasons, information will be held for at least 7 years, although information may be held longer than that if there are valid legal grounds for doing so.

We take the security of this information seriously. Where information is held electronically, appropriate systems of firewalls and anti virus security are employed.

We ensure that access to personal data is restricted only to those staff members or contractors whose job roles require such access and that regular training is provided for these individuals.

However, transmission of information by email or through the internet is not completely secure. Confidential information should be password protected. We cannot though assume responsibility for such information once it leaves our systems or before it arrives in our systems.

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## Your Rights

1. Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us, access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
2. If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
3. You have the right to lodge a complaint to the Information Commissioners Office if you believe that we have not complied with the requirements of the GDPR or DPA with regard to your personal data.

If you have any concerns as to how your data is processed you can contact Lauren Hockley ([accounts@mvexpo.com](mailto:accounts@mvexpo.com)), Finance Manager, at Unit 4, Bay 2, Walton Farm, Walton Lane, Bosham, Chichester, West Sussex, PO18 8QB.

We may amend this privacy and cookie policy from time to time as a result in changes to the way we collect and use data or due to changes in the law. In order to see the most up to date version of this policy, please visit our website [www.mvexpo.com](http://www.mvexpo.com) and view the Privacy and Cookie Policy.

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