



Medical Device Management Privacy Policy

Our contact details

Company Name: Medical Device Management

Phone Number: +44 (0)1371 342 303

E-mail: admin@medicaldevicemanagement.com

The type of personal information we collect

We currently collect and process the following information:

- Names
- Email addresses
- Phone numbers
- Addresses

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Contacting you regarding our services.
- Carrying out services on your behalf.
- Carrying out activities we are required by law to perform.

We use the information that you have given us in order to contact you or carrying out services on your behalf.

We may share this information with:

- Other companies in the Medical Device Management Group where required to do so as part of the services we provide
- Competent authorities, notified bodies or other government agencies where required to do so as part of the services we provide or legally required to do so.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- We have a contractual obligation.
- We have a legal obligation.
- We have a legitimate interest.

How we store your personal information

Your information is securely stored.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us by email at admin@medicaldevicemanagement.com or telephone on +44 (0)1371 342 303 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by email at admin@medicaldevicemanagement.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>