

## **Privacy Notice for KM Marketing Ltd**

### **1. Introduction: Purpose of the Notice**

KM Marketing Ltd ("the Company") is committed to protecting the privacy and security of all employees, contractors, and individuals who interact with us. This Privacy Notice outlines how we collect, use, and protect personal data in compliance with applicable data protection laws. It is intended to inform you about how we handle your personal information and explain your rights in connection with our data practices, in line with our **Privacy Policy**.

### **2. Data Collection: Types of Personal Data Collected and How**

We may collect various types of personal data, including:

- **Contact Information:** Name, email address, phone number, and mailing address.
- **Professional Details:** Job title, role, company name (where applicable), and contract details.
- **Onboarding Information:** Identification documents, payroll details, and references from the recruitment process.
- **Interaction Data:** Information provided during communications or through forms on our website.
- **Technical Data:** IP address and browsing behavior (collected via cookies).

This data is collected through various channels such as direct communications, job applications, onboarding processes, and interactions on our website, as detailed in our **Privacy Policy**.

### **3. Data Use: How the Data Will Be Used**

The personal data we collect is used for the following purposes:

- To manage recruitment, employment, and contractor engagement processes
- To communicate effectively with employees, contractors, and job applicants
- To fulfill legal obligations and comply with regulatory requirements
- To improve website functionality and enhance user experience
- To provide services and respond to inquiries in a timely and efficient manner

For more details on how your data may be used, please refer to our **Privacy Policy**.

### **4. Data Sharing: Who the Data Will Be Shared With and Why**

We do not sell or rent your personal data. However, we may share personal data under the following conditions:

- **Service Providers:** Third-party vendors who assist in delivering services (e.g., IT support, payroll processors).
- **Legal Obligations:** When required by law or in response to legal processes or regulatory authorities.
- **Consent:** With explicit consent from the individual.

All third parties we work with are required to adhere to applicable data protection standards to ensure the privacy and security of your data. For more information on data sharing, please see our **Privacy Policy**.

### **5. User Rights: Rights of Individuals Regarding Their Data**

Under applicable data protection laws, employees and contractors have the following rights regarding their personal data:

- **Access:** Request access to the personal data we hold about you.

- **Correction:** Request the correction of any inaccurate or incomplete data.
- **Deletion:** Request the deletion of your personal data, subject to legal obligations.
- **Objection:** Object to the processing of your data for certain purposes.
- **Portability:** Request your data in a structured, commonly used, and machine-readable format.

Requests can be made by contacting us at [admin@kmmarketing.co.uk](mailto:admin@kmmarketing.co.uk). For further details on your rights, refer to our **Privacy Policy** that can be requested also.

## **6. Security: How Data Is Protected**

We implement appropriate technical and organizational measures to safeguard your personal data against unauthorized access, loss, or misuse. These measures include encryption, access controls, and secure storage practices to protect the integrity and confidentiality of your data. Detailed security practices can be found in our **Privacy Policy**.

## **7. Contact Information: How Individuals Can Contact the Company with Questions or Concerns**

If you have any questions or concerns about how we handle your personal data, or if you would like to exercise your data protection rights, please contact us at:

**KM Marketing Ltd**

**Email:** [privacy@kmmarketing.com](mailto:privacy@kmmarketing.com)

**Address:** 63 High Bridge, Newcastle, NE1 6BX

For more information, please refer to our **Privacy Policy**.

## **8. Signature**

This Privacy Notice has been approved and signed by the Managing Director Kyle Menzies of KM Marketing Ltd.



**Kyle Menzies**

Managing Director, KM Marketing Ltd

## **9. Established or Effective Date**

This Privacy Notice is effective from **29 January 2025**.

## **10. Last Reviewed Date**

This Privacy Notice was last reviewed on **29 January 2025** and will be reviewed annually, or sooner if there are significant changes in the law or operational practices.