



## Privacy Policy

### Protecting Your Privacy

MML Marine Ltd is dedicated to safeguarding the privacy and security of your personal information. This privacy notice is designed to inform you about the types of personal data we may collect when you interact with us, how we collect and process your personal data through your use of our website, and during and after the use of any services provided by us. It also outlines how we will store, handle, and keep your data safe.

This notice applies to anyone who utilizes our website or services.

It is essential that you read this privacy notice alongside any other privacy notice or fair processing notice we may provide on specific occasions when we collect personal data about you so that you fully understand how and why we are using your data.

The following sections aim to address any questions you may have. However, if you require further clarification, please do not hesitate to contact us via post, telephone, or email. Our contact details are provided below.

### Controller

MML, Marine Ltd (Company No. SC498501), Registered Office: 60 Waverley St, Coatbridge ML5 2BE acts as the controller and is responsible for your personal data. This means that we determine how we hold and use personal information about you. We are obligated under data protection legislation to inform you of the information contained in this privacy notice.

It is likely that we will need to update this Privacy Notice periodically. You are encouraged to revisit and review it at any time or contact us via any of the means indicated below. Data protection legislation sets out various reasons or conditions under which an organization may collect and process your personal data, including:

### Consent

In specific situations, we may collect and process your data with your consent. This might occur, for instance, when you complete an online form to receive email updates about our services.

When MML marine Ltd collects your personal data, we will always clearly specify why the data is necessary and for what purpose.

### Contractual Obligations

We require your personal data to fulfil our contractual obligations when you use one of our services.

### Legal Compliance

If the law mandates it, we may need to collect and process your data.

For example, we may disclose details of individuals involved in fraud or other criminal activities affecting MML.

### Legitimate Interest

In certain situations, we may need your data to pursue our legitimate interests in a manner that could reasonably be expected as we pursue our organizational goals and objectives, provided that it does not significantly impact your rights, freedom, or interests.

For example, we may use personal details to regularly inform our clients about our services.

### When We Collect Your Data

When you email us, we may collect your name, gender, date of birth, postal address, email address, and telephone number. For security purposes, we ensure that all data is securely stored using appropriate organizational and technical safeguards. Additionally, when we interact with you, we may take notes from our conversations, as well as record any complaints or comments you may have. We may record your age for identification purposes if required by law. We may utilize technologies such as cookies to deliver relevant and engaging content in our communications in the future.

We will only request and utilize your personal data for the purpose stated at the time of collection. If we determine that your data is no longer necessary for this purpose, we will cease processing your data.

Your image may be captured on CCTV when you visit our premises for safety and crime prevention.

Telephone calls may be recorded for security and staff training purposes.

If you interact with us through social media channels, we may collect your social media username to facilitate our response to your comments, questions, and feedback. Data privacy laws permit this as part of our legitimate interest in understanding our clients.

If you wish to modify how we use your data, you will find details in the "What Are My Rights?" section below.

## Overview of Your Data Protection Rights

Access to the personal information we hold about you. This service is provided free of charge and will be supplied to you within one month of your request.

You can withdraw consent or object to marketing communications we send you if we lack a legitimate interest to continue, or once the purpose for which we hold the data has ceased. You can object to our processing of your personal information for direct marketing purposes.

You have the right to know why we are processing your data and whether we are sharing your information with any third parties.

You have the right to request a copy of any information about you that we may hold at any time to verify its accuracy.

To request your information, please contact the Data Protection Officer using the details provided below.

Whenever you have provided consent for us to use your personal data, you have the right to change your mind and cease future communications. In some cases, you may opt out of our processing of your data where we have a legitimate interest.

To safeguard the confidentiality of your information and the Firm's interests, we will request verification of your identity before proceeding with any information request. If you have authorized a third party to submit a request on your behalf, we will require proof of their permission to request such information.

You are free to opt out of receiving communications from us through any channel at any time, unless we are legally obligated to communicate with you.

We may send you relevant and personalized communications via post based on our legitimate interest, subject to certain risk assessments.

You are free to opt out of receiving marketing materials from us via post at any time.

At times, we are obligated to notify you about certain changes, such as updates to this Privacy Notice or when we have a legal obligation to do so. These administrative messages will not include any marketing content and do not require prior consent when sent via email. Without using your personal data for these purposes, we would be unable to fulfill our legal obligations.

To display the most relevant content on our website to you, we may utilize data from your previous visits.

We may send you surveys and feedback requests to improve the way we communicate. These messages will not include marketing content and do not require prior consent when sent via email. We have a legitimate interest in doing so, as it helps enhance our services' relevance to you.

Data Retention

Whenever we collect or process your personal data, we will only retain it for as long as necessary for the purpose for which it was collected.

At the end of this retention period, your data will be deleted, rendered inaccessible, or anonymized.

### Protecting Your Data Outside the EEA

The EEA encompasses all EU Member countries, as well as Iceland, Liechtenstein, and Norway. We may transfer personal data we collect from you to third-party data processors in countries outside the EEA, such as the USA. This may be necessary, for example, when storing data in a Cloud.

If we do this, we have established procedures to ensure that your data receives the same protection as if it were processed within the EEA, and we will treat the information according to the principles outlined in this Privacy Notice.

### Ceasing Our Use of Your Data in the Future

You can discontinue receiving communications from us by contacting us using the information provided below.

### How to Lodge a Complaint About Our Data Processing

If you believe that your data has been handled improperly, or if you are dissatisfied with the way we addressed your query regarding our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO), which oversees information usage in the UK.

You can reach them at 0303 123 1113 or online at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

If you reside outside the UK, you have the right to lodge a complaint with the relevant data protection supervisory authority in your country.

If you would like to discuss any aspect of this policy or the way we handle or process your information, please contact our Data Protection Officer using the details below.

How to Contact Us:

By Post:

Data Protection Officer,  
MML marine Ltd  
60 Waverley St  
Coatbridge, United Kingdom  
ML5 2BE

By Email:

[sales@m-m-l.com](mailto:sales@m-m-l.com)