

External GDPR-policy

1 PURPOSE

We at MuoviTech UK Ltd, organisation no. 07556440 (hereafter referred to as “The company”, “we” “us” and “our”) care about your personal integrity, and always strive for a high level of data protection. This privacy policy is directed at you who visits and contacts us on our website, represents a potential or existing client, receives newsletters or marketing material, or takes part in our events. The purpose of this policy is to let you know how we process and handle your personal data. It also informs you of your rights, and how to invoke them.

2 BACKGROUND

2.1 What is personal data and processing?

Personal data is information relating to an identified or identifiable physical person. An identifiable physical person is a person that can be identified directly or indirectly, through name, identification number, location details, an IP-address, or through one or more factors specific to physical, physiological, genetic, mental, economic, cultural, or social identification of the physical person.

Personal data processing refers to everything that happens with personal data. Every action taken with personal data forms a process, regardless of whether it is carried out automatically or not. Common examples of processes include; collection, registration, organisation, structuring, storage, transfer and deletion.

2.2 Why we collect your personal data.

We only collect your personal data on legal grounds. We may need your personal data for contractual reasons, as well as for client and market analysis. We may also need your personal data in order to provide you with good service, for example in the form of marketing, aftersales service and information. We inform you of every specific process involving the use of your personal data.

2.3 Where we process your personal data.

We strive to process all details within the EU but can in certain cases find it necessary to transfer personal data to countries outside of the EU/EES region that do not have the same level of personal data protection as within the EU. To ensure that personal data is sufficiently protected, we take the necessary precautions, eg. through inclusion in the EU Commission’s standard contract clauses, or by ensuring that other relevant and sufficient protection measures are in place.

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2.4 How long do we save your personal data?

We save your details for as long as they are necessary for the purpose they were originally collected for, and we have clear sorting procedures in place. Personal details will also be saved as long as necessary to fulfil relevant legislative requirements.

Further information regarding data storage duration is given at the initiation of specific personal data processes, and any enquiries regarding process duration can be directed to gdpr.uk@muovitech.com.

3 GUIDLINES

3.1 Which personal details do we process?

We process personal data only on a legal basis. Some examples of the personal data we deal with are as follows:

- Name
- Address
- E-mail address
- Telephone number
- Those details you yourself have freely submitted.
- Content that you personally have released or published, so called user-generated content.

3.2 How do we gain access to your personal data?

Whenever necessary or otherwise appropriate, we seek your permission before processing your personal data. You have the right to withdraw your permission at any time. In this case we will neither process nor refresh your personal data, so long as this is consistent with our contractual and legal obligations. When we enter into a contractual agreement, you also give consent to our processing your personal data.

We also gain access to your personal data in the following ways:

- Details that you make available to us directly.
- Details registered when you visit our website.
- Details available from public records.
- Details we receive when you hire one of our collaborators.

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- Details we receive when you apply to one of our courses or seminars.
- Details we receive when you sign up for newsletters or other releases
- Details we receive when you fill out our surveys and investigations

4 WITH WHOM ARE WE LIKELY TO SHARE YOUR PERSONAL DATA?

Where necessary we share your personal data with those companies that in one way or another are our suppliers. These companies are personal data assistants. A personal data assistant is a company that processes personal data on our behalf, and according to our instructions.

We only ever share your personal data with personal data assistants for those purposes that we have put forward. We check all personal data assistants to ensure that they can guarantee the required security and secrecy regarding personal data. We have written agreements with all personal data assistants wherein they guarantee security for the personal data that they process and agree to adhere to our security demands as well as limitations and demands relevant for the international transfer of personal data.

We never release your personal details to any other third party.

5 YOUR RIGHTS

You have certain rights associated with how we process your personal data:

- **Right to access (so called registry extract)** – you have the right to demand information regarding which of your personal details we process, eg. by requesting a registry extract.
- **Right to amendment** – if you consider details of your data to be incorrect or incomplete, you are entitled to demand that it be corrected or completed.
- **Right to objection** – In some cases you have the right to object to our personal data process. The right to object applies when personal data is processed based on a balance of interest, and we will discontinue the personal data process if we do not have a reason that outweighs your right to integrity.
- **Right to process limitation** – you have the right to limit the processing of your personal details if for example consider the details in use to be incorrect. In such cases you can also demand that processing is limited whilst the accuracy of the details is investigated.
- **Right to deletion** – in some cases you may demand that personal details are deleted, for example if the information is no longer necessary for the purpose they were collected for, or if you consider its use to be contrary to relevant data protection legislation.

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- **Right to data portability** – in some cases you also have the right to receive your personal data in a structured, generally compatible and computer readable format (portable data) in order to forward to another personal data administrator.
- **Right to rescind your consent** – you may, at any time rescind your consent. In which case, we will no longer process your personal data for this purpose.
- **Right to object to processing for direct marketing purposes** – you may, at any time, unregister from subscriptions by communicating this to us, or if possible, by clicking on the unregister link in the email.

If you have any questions regarding registree's rights, or wish to exercise your rights, please contact gdpr.uk@muovitech.com

6 COMPLAINTS

If you are of the opinion that MuoviTech UK Ltd does not process your personal data correctly, you have the right to submit a complaint regarding MuoviTech UK Ltd to The Information Commissioner's Office (ICO).

Further information is available at <https://ico.org.uk/>.

7 CHANGES TO THIS INTEGRITY POLICY

MuoviTech UK Ltd reserves the right to update or change this policy at any time, and you should regularly visit this website to be aware of the current version.

8 LIABILITY

MuoviTech UK Ltd, organisation no. 07556440 is a personal data administrator, which means that we are responsible for how your personal data is processed, and that your rights are respected.

Should you wish or need to contact MuoviTech UK Ltd regarding personal integrity and data protection issues, contact us on gdpr.uk@muovitech.com.