

---

# MARLOWE

## Critical Services

---

## MARLOWE PLC PRIVACY NOTICE

### DATA PROTECTION – GENERAL DATA PROTECTION REGULATIONS

EFFECTIVE DATE - MAY 25<sup>TH</sup> 2018

#### GENERAL INFORMATION

GDPR legislation will replace current data privacy law, giving more rights to you as an individual and more obligations to organisations like ours holding your data.

One of the rights is a right to be informed, which means we have to give you even more information than we do now about the way in which we use, share and store your information. This privacy notice provides information about the increased rights you have in relation to the information we hold on you and the legal basis on which we are using it.

Marlowe plc (“The Company”) or any other holding company or subsidiary company or associated company under common ownership thereof, designated by Marlowe plc as the Data Controller, is a registered data user under the Data Protection Act and listed on the ICO Register of Data Controllers (ZA322969)

The Company will never pass on your details on to a third party for marketing purposes in line with the requirements of Privacy and Electronic Communications Regulations.

We may however contact you with promotions we think might interest you, as part of our market research, either by mail, telephone or email.

#### MARLOWE PLC DATA PROTECTION PRINCIPLES

We will comply with General Data Protection law. This states that the information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

We use the latest secure server technologies to ensure this information is protected to the highest of standards

---

# MARLOWE

## Critical Services

---

### **PRIVACY POLICY**

#### **SITUATIONS IN WHICH WE WILL USE YOUR PERSONAL INFORMATION**

The Company may need information to allow us to perform our Agreement with you (“Agreement”) and to enable us to comply with legal obligations (“Legal”). In some cases we may use your information to pursue legitimate interests of our own or those of third parties (“Legitimate interests”), provided your interests and fundamental rights do not override those interests.

#### **CHANGE OF PURPOSE**

The Company will only use your information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. Please note that we may process your information without your knowledge or consent, in compliance with the above rules, but only where this is required or permitted by law.

#### **DATA RETENTION**

The Company will only retain your information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. The Company will retain and securely destroy your information in accordance with applicable laws and regulations. It is important that the information we hold about you is accurate and current. Please keep us informed if your information changes.

#### **CHANGES TO THIS PRIVACY NOTICE**

The Company reserves the right to update this notice at any time, and we will make the new privacy notice available to you when we make any substantial updates via our website.

#### **WHAT WILL WE DO WITH THE INFORMATION YOU PROVIDE TO US?**

All of the information you provide to the Company will only be used for its intended purpose or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide to any third parties for direct marketing purposes without your consent or store any of your information outside of the European Economic Area. The information you provide will be held securely by the Company and/or our data processors whether the information is in electronic or physical format.

#### **DATA PROTECTION OFFICER**

If you have any questions about this privacy notice or how we handle your personal information, please contact the [DPO@marlowecriticalservices.com](mailto:DPO@marlowecriticalservices.com)