



Privacy Notice

MW Integrated Systems Ltd

T 01604 700 420
E info@mwisltd.co.uk
W www.mwisltd.co.uk
9 Wymersley Close
Great Houghton
Northampton NN4 7PT

This statement explains how MW Integrated Systems Ltd (Company Registration Number 7060107 and VAT Registration Number 929 8641 73) handles and uses the data that we hold on our customers and suppliers.

We are committed to protecting your information and in being transparent with regards to the information we hold and how we use it. This Privacy Notice explains how we may collect Personal Data, how we hold it and what we may use it for.

MW Integrated Systems Ltd may change this policy from time to time and it is this page that will be updated.

What we collect

We may collect the following information from customers and legitimate interests:

- Name and job title.
- Contact information to include email address, telephone number and business address.
- Any other information relevant to our business with you.

Holding your data

When we purchase goods from yourselves or supply labour to your company you are entering into a contract with us and as such we need to retain your data to ensure fulfilment of contract.

We will therefore record and hold information to include Business Name, Address, Contact details, any Email addresses provided to us, Bank details if applicable.

This information will only be used to ensure we are able to provide the service requested.

MW Integrated Systems Ltd takes the security of your data very seriously and will make every effort to protect it.

Lawful basis for processing your data

The lawful basis for processing your data as described in this document is to fulfil a contract with you, or take steps linked to a contract. Additionally, we may use your data for legitimate interests such as providing you with updated and relevant company information and communicating with you in regards to issues or complaints. Without the information held we would be unable to fulfil our obligations to you.

We take all reasonable steps to ensure our staff protect your personal data and are aware of their information security obligations. The information held will be used for, but not limited to, the following purposes:

- Contacting you and other relevant members of staff within your company as required in order to fulfil a contract.
- Issuing Invoices to your Company.
- Paying Invoices issued by your Company.

If you have queries or concerns regarding any of these purposes please contact us to discuss further.

Who we share your information with

On occasion it may be necessary for us to share your information with others in order for us to successfully fulfil our contract with you. These third parties could include:

Supplier Partners

We may need to forward your details to a supplier in order to provide after sales care.

Delivery Partners

It may be necessary for us to provide delivery partners with your information to ensure materials can be delivered to yourselves prior to or during an installation.

Payment Processing

Some information may be shared with our Accountants for the purpose of Business accounting.

We will not sell or distribute your personal data to third parties.

We will share personal data with law enforcement or other authorities if required by applicable law.

How long data is kept

We will only retain your data so long as it is necessary for the purpose for which it was collected. Data will be securely destroyed when no longer required. We will periodically assess the data held and only that which remains current will be retained.

If at any point you believe the data we hold is inaccurate or needs to be updated you can request to see this information and have it corrected or deleted.

Your rights

You have the right to request a copy of the personal data that we hold about you and the right to have this data updated if necessary. We aim to keep your personal data as accurate as possible. You also have the right to request that your personal data is deleted if it is no longer necessary for us to hold it for the purpose for which it was collected.

Website privacy

Our website, www.mwisltd.co.uk, uses cookies, that is small text files which enable your system to navigate and use our site. No personal data is processed by MW Integrated Systems Ltd during this procedure. If you so require, you can turn off cookies in your browser but be aware that this could impact the functionality of our website.

Built by Wix, our site implements the following cookies:

Cookie Name	Life Span	Purpose
svSession	Permanent	Creates activities and BI
Hs	Session	Security
incap_ses_\${Proxy-ID}_\${Site-ID}	Session	Security
incap_visid_\${Proxy-ID}_\${Site-ID}	Session	Security
nlbi_{ID}	Persistent cookie	Security
XSRF-TOKEN	Persistent cookie	Security
smSession	Two weeks	Identify logged in site members