



## Privacy Policy

At Mondrem we are committed to protecting our clients' data. Mondrem will never share any of your personal information with third parties without your express instruction to share it.

### What information do we collect about you?

We collect contact information if you contact us directly either by email, by phone or through our website at [www.mondrem.co.uk](http://www.mondrem.co.uk). We may also collect your information when you give permission for other parties to share it with us, and when your information is available publicly through sources like LinkedIn.

### How will we use the information about you?

We collect information about you when you ask for information from us and when you ask us to provide support or services to you. We may also use your information to keep internal records for administrative purposes like invoicing and managing projects, and to let you know about changes at Mondrem that are relevant to you. Mondrem will keep your information for as little time as possible.

Mondrem will never rent or sell any of your information.

### Marketing Communications

We may contact you from time to time to tell you about services that we think may be useful to you. You can opt out of this service at any time.

### Your rights

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all your personal information, please contact us.

We want to ensure that your personal information is up to date and accurate. If you believe the information we hold about you is inaccurate and would like us to update it, please contact us.

You have the right to ask us to stop using some or all your information we have about you. You can also ask us to destroy any of your information. If you would like to do either, please contact us. If you are unhappy with how we have handled your data, you can contact the Information Commissioner's Office on 0303 123 1113 to lodge a complaint, or visit their website at <https://ico.org.uk/make-a-complaint/>.

### How to contact us

[www.mondrem.co.uk](http://www.mondrem.co.uk)

[talkwithus@mondrem.co.uk](mailto:talkwithus@mondrem.co.uk)

01782 307753