

## Privacy Policy

This privacy policy sets out how May Dean Qualified Ltd ("MDQ") uses and protects any information that you provide to MDQ.

MDQ is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement.

We regularly review and, where necessary, update our privacy information.

If we plan to use personal data for a new purpose, we will update our privacy information and communicate the changes to individuals before starting any new processing. This policy is effective from April 2018.

### What we collect

We may collect some of the following information (where applicable):

- name, job title, contact information including email address & phone number
- demographic information such as postcode, preferences and interests
- other information relevant to customer testimonials
- individuals' bank account information in order to provide payments
- members' passport numbers
- referrals

### Purpose of collecting data & recipients

- to collect & maintain up to date information with existing and possible new members of staff, existing and possible new customers

### Details of transfers of personal data

- members mobile numbers may be provided to customers if requested
- accountancy package is shared on an annual basis with appointed Accountancy Firm for the purposes of accounting and auditing only

### Personal data retention

- data will be retained indefinitely or less if requested by individual

### Rights for Individuals

- An individual may request at any time the details that are held by MDQ as well as the right to withdraw consent
- The right to lodge a complaint with the appointed representative within the organisation (named in the footer of this document)

## Privacy Policy

**These notes are specific to the website and information contained within**

### Cookies

We recommend that you accept all cookies from our website, which are detailed below, as they have been selected to enhance your functionality and the service that this website provides you. If you disable any of these cookies then you may impair the functionality of the website and you may not experience all its features in the way it was designed to be enjoyed.

Cookies are small text files - containing nothing more than letters and numbers - which are downloaded by your computer when you access and use certain websites. Cookies allow our website to recognise a device and provide content accordingly.

### Legal Notice

The information contained in this website is provided by May Dean Qualified Limited ("MDQ") for general purposes only and subject to change without notice.

Whilst we endeavour to keep the website up-to-date, MDQ makes no warranties or representations of any kind whatsoever about the quality, content, completeness, accuracy, reliability, adequacy, suitability or availability with respect to the website, or the information, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

In no event shall MDQ be liable for any loss or damage, including without limitation any special, incidental or consequential damages or any loss or damage whatsoever arising from loss of data or profits arising out of or in connection with the use or misuse of this website or the information, data or images herein.

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