

Megan Renewable Installations Ltd

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WEBSITE PRIVACY NOTICE

1. About this Privacy Notice

This privacy notice explains what information we may collect about you, how we may use it, and the steps we take to ensure that it is kept secure. We also explain your rights in respect of your personal data. By using this website and entering your personal data, you consent to us collecting and using your personal data in accordance with this privacy notice.

This website is operated by Megan Renewable Installations Ltd, a company incorporated and registered in England with company number 3443166. Our organisation complies with the GDPR (General Data Protection Regulation) which came into effect in May 2018. Megan Renewable Installations Ltd are committed to protecting and respecting your privacy.

Please note that our website and other digital platforms may contain links to third party websites/digital platforms which are provided for your convenience. We are only responsible for the privacy practices and security of our own website/digital platforms. We recommend that you check the privacy and security policies and procedures of each and every other website/digital platform that you visit.

2. Data Collection

We may collect and process the following data about you:

You may give us information about you by filling in forms on our Website or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you make an enquiry on our Website and when you report a problem with our Website. The information you give us may include your name, address, e-mail address and phone number.

With regard to each of your visits to our Website we may automatically collect the following information:

Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;

Information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our Website (including date and time); products you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our Head Office.

3. Cookies

In common with many other website operators, we may use standard technology called "cookies" on this site. "Cookies" are small text files a website can use to recognise repeat users and to allow us to observe behaviour and compile aggregate data in order to improve the site and to target its marketing efforts. Our cookies enable us to identify you and to store information about the services and information you select between visits. Cookies do not attach to your system nor damage your files. Most browsers automatically accept cookies, but you can usually



change your browser to prevent cookies being stored. However, if you do turn cookies off this will limit the service that we are able to provide you with.

4. Personal Data

How we use the information you provide:

Any personal data relating to you that we collect will be used and recorded by us in accordance with current data protection legislation and this privacy notice. We will use your personal data mainly for record keeping purposes and in order to provide our services to you. This may involve us sending you information about us, including but not limited to promotional and/or marketing material about our products, services and offerings.

We may also create an individual profile for you so that we can inform you of services or special information that may be of interest to you. We may use your personal data to analyse customer/user behaviour and characteristics in order to measure interest in, and use of, the various areas of the site with a view to improving and/or altering the site. We may provide only aggregated (and therefore anonymous) data to third parties for this purpose (if applicable). In order to assist us in processing your personal data, we may engage with third party companies who provide us with services that can assist us in doing so. Where your data is processed in this manner, you will see additional data protection notices accordingly.

Categories of personal data include; Name, Organisation, Email, Contact Number and details of your enquiry.

5. Sharing Data

Who we share your information with:

For the purpose of providing our services to you we may share your personally identifiable information with:

Organisations which provide a service to us or act on our behalf, on the understanding that they will keep the information confidential, for example, our IT providers, accountants and other technical experts. If they are located in another country (which may be outside the UK) we will make sure that they agree to apply the same levels of protection that we are required to apply to information held in the UK and to use your information only for the purpose of providing the service to us.

Any third party to whom we have a duty to do so in order to satisfy any legal or regulatory requirements, such as the Solicitors' Regulatory Authority, the Legal Ombudsman, HMRC and HM Courts and Tribunal Service as examples.

When you provide personally identifiable information to us, we use it solely for the purposes for which it was provided, in accordance with this notice. Our policy is not to share personally identifiable information with third parties, unless required by law, as required to perform our obligations to you or as necessary as described.

The personal information you provide to us will be retained only for as long as necessary to fulfil the purposes for which the information was collected or as required by law.

6. International Transfers

The data that we collect from you may be transferred to, and stored at, a destination outside the UK it may also be processed by staff operating outside the UK who work for one of our suppliers. Such staff may be engaged in the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy notice and with data protection regulations. In such circumstances, Megan Renewable Installations Ltd may seek additional advice and guidance from the UK Supervisory Authority, the ICO.

7. Your Rights

Under the General Data Protection Regulations, you have a number of 'rights', to ensure that your personal information is being managed appropriately. Specifically, you have the right:

- To be informed (how we use your information)
- Of access (to your information)
- To rectification (of any errors on information we hold on you)
- To erasure (of information we hold)
- To restrict processing (of the information we hold to a specific purpose)
- To object (to the ongoing processing of information)
- To be aware of any processing where automated decision-making and profiling (using your information) takes place.

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise the right at any time by contacting us by completing our online enquiry form or using the contact details below.

8. Security Measures

Whilst we will ensure that security measures are put in place to protect the personal data you provide, you should remember that concerns still exist in relation to the general security of the internet and by using this site you accept that we will not be held responsible in the event of a breach of security unless this is due to our negligence or wilful neglect.

9. Changes to this Policy

Any changes we may make to this Policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to this Policy.

10. Contact Us

How to contact us or make a complaint:

If you need to contact us or have a complaint regarding any aspect of your personal data or this privacy notice, please write to The Data Protection Officer at Megan Renewable Installations Ltd, Unit 4, Blackbushe Business Park, Yateley, Hampshire, GU46 6GA or email info@megan-renewable.co.uk.

In the event of a complaint, if you are still not satisfied with the outcome of your complaint, you may write to the Information Commissioner's Office at the following address:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

You can also contact the Information Commissioner's Office using their online form: <https://ico.org.uk/global/contact-us/email/>

A handwritten signature in black ink, appearing to read 'G. Ley', is positioned above the printed name.

Gerald Ley
31 January 2025