


Title:	Data Privacy Policy Notice						
Reference Number:	QM-POL-003	Version:	00	Type:	POLICY	Date:	

1. Key: Terms

Term	Definition
POL	Policy
Peregrine MLS Ltd	Peregrine Manufacturing Lean Services Ltd
ICO	Information Commissioner's Office

Our contact details

Name: Peregrine MLS Ltd

Address: Unit 7, Forge Works, Alton, Hampshire, GU34 2QG

Phone Number: 01420 557 606

E-mail: info@peregrine-mls.com

2. The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name email addresses, contact details of our customers, partners and suppliers).

3. How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- For us to maintain records whilst we do business with you.

We use the information that you have given us for us to maintain accurate business information for the duration of our business relationship.

We do not share this information with 3rd parties.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You can remove your consent at any time. You can do this by contacting info@peregrine-mls.com.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We have a legitimate interest.

4. How we store your personal information

Your information is securely stored.

We keep information for 6 years. We will then securely dispose your information by removing all records of personal data or we will fully anonymize personal data to remove any identifiers.

5. Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@peregrine-mls.com if you wish to make a request.

6. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@peregrine-mls.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

7. Approval Workflow & Governance

- Approver: Company Director

Role	Name & Date
Reviewer	Kevin Storer 06/09/2022
Approver	Chris Reid 06/09/2022

8. Document revision

- Fill in the BPD revision number, the date and the changes that have been completed. For the first version of a BPD, write "document creation" in the change column.

Revision	Date	Change
00	06/09/2022	Document creation