

# Data Protection Policy

## The Company

Marten Group Ltd (**The Company**) is registered in England & Wales number 9418526, registered address at 9 Taylor Road, Snodland, Kent, ME65HH, UK.

## The Policy

The policy described in this document relates to the collection, storage, use, and retention of Individuals data as used by **The Company** in the course of its business activities.

The Policy is issued as of 28<sup>th</sup> May 2020

## Data Collection

**The Company** collects the following data on its customers:

- Contact Names
- Company Names
- Contact Telephone Numbers (Landline & Mobile)
- Full Addresses including Postcodes
- Contact Email Addresses

## Data Use

**The Company** uses this data only to carry out the supply of services and goods to the customer. This can include:

- Contacting customers regarding their orders
- Sending Invoices
- Supplying Testing Documentation
- Contacting customers regarding retests
- Periodical updates relating to **The Company** & its activities.

**The Company** does not carry out any automated decision-making processes, nor profiling using this data.

## Data Storage

**The Company** stores all data electronically, on secure systems; and on paper copies, which are held in a secure environment.

## Data Retention

**The Company** retains electronic data for a rolling period of up to 48 months after last contact. Paper copies are stored for the legally required period of 7 years after creation.

## Data Sharing

**The Company** will not share or sell any data with any third parties.

## Staff Access

**The Company** will issue its staff, volunteers and contractors with the minimal data they need in order to carry out their duties. Mobile staff may make direct contact with customers only in direct regard to the customers booking with **The Company**.

## Data Access Requests

Customers have the right to request copies of the data **The Company** has about them, in accordance with the relevant Data Protection laws. All requests must be submitted in writing to the registered office address of **The Company**, and if accepted, will be actioned within 1 calendar month of receipt.