

X-RAY MINERAL SERVICES LTD

PRIVACY POLICY

Under the European Union's General Data Protection Regulation ("GDPR") which came into force on 25th May 2018, you have rights to the privacy of your personal data.

"Personal Data" is defined in the GDPR as *"any information relating to an identified or identifiable natural person. An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data online identifier or to one or more factors specific to the physical, psychological, genetic, mental, economic, cultural or social identity of that person"*.

Your Information

X-ray Mineral Services Ltd ("we") collects and uses your personal data so that we can provide consultancy services to you, which meets your needs. To provide these services, we collect and store your data for correspondence purposes. We will ensure that the information we collect is only used for this intended purpose and does not invade your privacy. We will collect and store your data in accordance with GDPR and do our utmost to keep your information secure, accurate and up-to-date and retain it for no longer than necessary. Certain records must be kept longer for tax and audit purposes. In the course of normal business, we will only contact you when necessary and will not ask for any non-essential information.

The data we hold for you includes: your name and email address, your company name, address, company number, VAT registration number, bank details, telephone/mobile numbers.

All personal data is stored in our internal systems hosted in the UK.

Marketing Activities

We may wish to contact you to inform you of business updates which may be of interest to you. We will ask you to give your additional and explicit consent for us to do this and you may change your mind and opt-out of receiving marketing correspondence at any time.

Data Sharing

We may need to share your data with third parties contracted by us:

- Service providers who provide IT and system administration duties
- Professional advisors including solicitors, bankers, accountants, auditors and insurers. We only engage with third parties who are contractually obliged to store your details securely.

We do not sell or rent our client e-mail lists. All data held is for internal purposes only.

Your Rights

Under GDPR, you have the right to request access to information that we hold on you or withdraw consent to holding this information. To make a request for your personal information, please feel free to contact us.

If you are concerned regarding the way we collect or use your personal data, we would ask that you raise your concerns with us immediately. Alternatively, you can contact the Information Commissioner's Office.

X-ray Mineral Services Ltd reserves the right to update this Privacy Policy at any time. Your continued use of this website will be subject to the Privacy Policy in force at the time.

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