



## PRIVACY POLICY

Mantsbrite are committed to protecting and respecting it's customer's privacy. Information collected from completion of the 'Contact Us' on our website follows the data protection act principles, which state that information must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with individuals rights
- Kept secure
- Not transferred without adequate protection

Mantsbrite recognise that the above principles relate to both paper and electronic systems of record keeping.

This information will not be disclosed to any other party, unless with specific permission of the person it relates to. Any person may request that their details are removed from our records at any time. Any person may request a copy of their information at any time. We may however pass your personal data to third parties who are service providers, debt recovery agents, field tracing agents and subcontractors to us, for the purposes of recovering monies owed to our firm and all within our legitimate interests.

The database may not be e-mailed under any circumstances and will be held on a system with encrypted access.

Mantsbrite would like to confirm that no cookies are stored on their website.

23<sup>rd</sup> July, 2019