



M3 Marketing Ltd customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

Our contact details

Email

incidents@m3m.co.uk

What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery**:

- Names and contact details
- Addresses

We collect or use the following information for **service updates or marketing purposes**:

- Names and contact details

We collect or use the following information for **recruitment purposes**:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Whether or not you have a disability that the organisation needs to make a reasonable adjustment during the recruitment process

- Other information you may provide us, but not requested during the recruitment process, for instance information on your gender, ethnicity or membership of bodies such as trade unions

Lawful bases

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Legitimate interest:
 - We collect information for a legitimate business interest in order to tailor our services to you and / or to provide you with a quote for services or to provide you with details of goods and / or services we require from you.

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Legitimate interest:
 - We collect information for a legitimate business interest in order to tailor information about our services to you where you have expressly stated you want additional information.

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- Consent
- Contract
- Legal obligation
- Legitimate interest:
 - Assess your skills, qualifications and suitability for the job
Communicate with you about the recruitment process
Carry out references where applicable
Keep records relating to the hiring process

Where we get personal information from

- People directly
- Previous employers

How long we keep information

We keep information about customers and suppliers for 6 years in order to ensure compliance with legal requirements.

Recruitment information is kept for a period of 12 months for any unsuccessful candidate and is then deleted.

For successful candidates who become employees, information is kept for a period of 6 years after the end of the period of employment in order to meet our legal obligations. All information is deleted after this period.

Who we share information with

Data processors

Bluecando

This data processor does the following activities for us: Manage our IT systems

Bright Pay and Creative Pension

This data processor does the following activities for us: Payroll software provider and pension provider

Other organisations

- External auditors or inspectors
- Organisations we're legally obliged to share personal information with
- Previous employers

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 data.

Your right to rectification - You have the right to ask us to rectify personal data 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 data in certain circumstances.

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

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

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

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

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

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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