

Mosaicned Ltd Privacy Policy

Our contact details

Name: Jon Rebak - Data Protection Officer

Phone Number: 0774 666 2300

E-mail: jrebak@mosaicned.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details, including home or business address, email address, telephone no's)
- Personal history, including business employment and other appointments

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:

- So that we can carry out the legitimate operation and function of the business
- Personal information is only held by the business on a secure server. There are no written records
- We may share this information with third parties only with your express consent

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

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting mosaicned at the following email address: jrebak@mosaicned.com

How we store your personal information

Your information is securely stored.

We keep personal records (including email addresses, telephone no's, CV's for up to 5 years from the date of the last contact from you). We will then dispose of your information by deleting any of the above information from the secure server. For the avoidance of doubt no written documentation is retained.

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 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 the following email address: jrebak@mosaicned.com / Tel no. 0774 666 2300 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at: jrebak@mosaicned.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>