

# Privacy Policy of Mechalysis Ltd

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This privacy policy specifies how Mechalysis Ltd uses, stores and protects any information and data that you provide when you contact Mechalysis Ltd by contacting us via this website, emailing us, filling out the contact form or use our services.

Mechalysis Ltd is committed to protecting your privacy and the information you provide during and after using our services. The information we may collect and store in our database are those needed to fulfil our contract requirements, correspondence and communications with clients. If we ask you to provide additional information while providing service to you, such information will also be dealt with according to this policy, and we are committed to protecting your privacy.

By visiting our website [www.Mechalysis.com](http://www.Mechalysis.com) or using our services, you are providing Mechalysis Ltd with your consent and accepting this privacy policy statement.

Mechalysis Ltd., Clyde Offices 2/3, Glasgow, G2 1BP, is the sole controller as set out by the Data Protection Act 2018 (the '2018 Act') and the EU General Data Protection Regulation ('GDPR').

This privacy policy statement takes effect from 25/07/2020 and the latest revision date and is provided at the bottom of this policy. It is your responsibility to make sure that you have read the latest and updated version of the policy and that you agree with it.

## What information Mechalysis Ltd collects

Mechalysis Ltd may collect, safe store and protect the following information:

You may provide with information when using our website by filling out the contact form, emailing us or making telephone calls on the numbers provided. The information you provide may be your name, email address, Job title, personal or company telephone number, mobile number, your company's name and address. You may also give us information by communicating and corresponding with us via making enquiries through online video conferences or meetings or other means. You may provide us with information when we provide consultancy services to you, which may be necessary for fulfilling mutual contract or agreement obligations for our services.

## What Mechalysis Ltd does with the gathered information

At Mechalysis Ltd, we collect information to:

- maintain contact with clients for the reason of providing engineering consultancy services
- reply to enquiries,
- update our database concerning follow-ups of our services, our existing and potential clients,
- and improve our organisation for delivering better services;

The gathered information will update our internal document and record system, updating and keeping informed our clients with our company, foreseeing and being informed of existing client's needs for our services for their potential projects. We may email, telephone or contact you using

other communication means regarding our services. We may also use the information to fulfil our contractual obligations with clients.

## **Security of Information**

At Mechalysis Ltd, we are committed to ensuring that the information we collect is kept safe, whether in an electronic or physical form.

Mechalysis Ltd strictly prevents unauthorised access or disclosure of information by putting in place proper data protection procedure which ensures safekeeping and secures the storage of the information which are collected by Mechalysis Ltd. Unnecessary information will be removed from our files and database safely and immediately.

## **Cookies**

The website of Mechalysis Ltd does not use cookies, and this option is deactivated.

## **Links from our website to other websites**

Our website may contain embedded links to other websites such as Youtube, Instagram, LinkedIn and Facebook. By the time you have used these links to leave our site, you should understand and note that Mechalysis Ltd does not have any control over that other website. Therefore, we will not take any responsibility for the protection and privacy of the information which you provide to such sites as they are not governed nor managed by our privacy statement.

## **Controlling your personal information**

By using our website, having business with us as a client, emailing, telephoning or using other means to contact us, or work with us, you automatically accept our privacy policy statement and have agreed on the way we handle your information. However, you may still change your mind in future and want us to remove or restrict the collection or suspend the use of your personal information from our system. In such cases, should inform us immediately by explicitly ask verbally, writing or emailing us at [enquiry@mechalysis.com](mailto:enquiry@mechalysis.com). Upon your formal request to suspend, limit or eliminate the use of your personal information, Mechalysis Ltd will agree to consider your request in this matter except for cases where doing so is compromising any contractual or legal obligations

Mechalysis Ltd will not share your personal information with third parties unless we have your permission or required to do so by law.

You may request the details of personal information which we keep about you under the Data Protection Act 2018 (the '2018 Act') and the EU General Data Protection Regulation (GDPR). Mechalysis Ltd may charge you a small fee to provide you with the personal information that we keep about you. If you wish to obtain a copy of the information we hold on you, please email [enquiry@Mechalysis.com](mailto:enquiry@Mechalysis.com) or by sending a letter to our office stating your request.

Latest of the policy update: 26/07/2020