

## **Privacy Notice**

Melton Renewable Energy UK Limited is located at:  
6 Deben Mill Business Centre, Old Maltings Approach, Woodbridge, Suffolk. IP12 1BL  
Company registration no. 09194088  
ICO Registration: ZA137033

Our Data Protection representative can be contacted by email on:  
[gdpr@mreuk.com](mailto:gdpr@mreuk.com)

This privacy notice describes how we collect, use and store personal information about you during and after your business relationship with us, in accordance with the Data Protection Act 2018 (DPA 2018) and the UK General Data Protection Regulation (UK GDPR).

Melton Renewable Energy UK Limited together with its subsidiaries is a Data Controller. This means that we are responsible for deciding how we hold, use and store personal information about you. We are required under the DPA 2018 and UK GDPR to notify you of the information contained in this privacy notice.

We may update this notice at any time. If relevant (and feasible), we will notify you.

It is important that you read this notice and any other privacy notices we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using your personal information.

### **DATA PROTECTION PRINCIPLES**

We will comply with all relevant data protection law (including the DPA 2018 and UK GDPR). This requires that the personal information we hold about you must be:

1. used lawfully, fairly and in a transparent way;
2. collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
3. relevant to the purposes we have told you about and limited only to those purposes;
4. accurate and up to date;
5. kept only for as long as necessary for the purposes we have told you about; and
6. kept securely.

We are accountable as a Data Controller for the principles and individual rights with respect to the processing we undertake.

## **THE KIND OF INFORMATION WE COLLECT AND HOLD ABOUT YOU**

Personal data means any information about an individual from which that person can be identified, whether directly or indirectly. It does not include data from which an individual cannot be identified (anonymous data).

We collect personal data across the business, for business contacts this is limited to full name, contact phone number and email address. This personal data is collected through our interactions with you.

Access to personal data is permission-based and is stored in the UK. Multi-factor authentication is used on applications where possible.

## **HOW WE WILL USE INFORMATION ABOUT YOU**

### **As a Data Controller:**

We need all the categories of personal data detailed above to allow us to conduct our business operations. Some of the grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We are required to process your data in line with our legal obligations.

The situations in which we will process your personal data are listed below.

- Administration of a contract we have entered into with you and (where applicable) providing our products and services to you.
- Business management and planning, including accounting and auditing. In these instances, we will share your personal data with our external accountants and associated reporting platforms.
- Planning for the on-boarding or termination of our contracting relationship.
- Dealing with legal disputes involving you, or any disputes that may arise under or in connection with the contract that we have with you or (where applicable) the way in which we provide our products and services to you.

## **DATA RETENTION**

We will only retain your personal data for as long as is necessary to fulfil the purposes for which we collected it.

- If you are a contact of the business, we will retain your details on file until the end of our working relationship.

- We will retain information relating to invoicing and other financial transactions for a period of 7 years (including the current accounting year) to satisfy HMRC requirements.

## **YOUR DATA PROTECTION RIGHTS**

You have the following rights:

### **Your right to be informed**

Individuals have the right to be informed about the collection and use of their personal data.

### **Your right of access**

This is commonly referred to as a subject access request and enables you to receive a copy of the personal data we hold about you. To action this request, please email the data protection contact: [gdpr@mreuk.com](mailto:gdpr@mreuk.com).

We require a suitable form of identification and under normal circumstances, we will supply this to you within one calendar month of your request and of identification being received (although this period may be extended in certain circumstances).

No fee is usually payable; however, we may apply an appropriate fee if the request is deemed to be excessive, or repetitive.

### **Your right to rectification**

This enables you to have any incomplete or inaccurate information we hold about you corrected.

### **Your right to erasure**

This enables you to request that we delete or remove personal data when there is no good reason for us to continue processing it.

### **Your right to restrict processing**

In certain circumstances, you have the right to request we suspend the processing of your data. Please contact us if you require more information on this.

### **Your right to data portability**

You have the right to request the transfer of your personal data to a third party. Please contact us if you require more information on this.

### **Your right to object**

Where we rely on consent to process your data, you have the right to withdraw this at any time, without giving a reason. To withdraw your consent, please contact our Data Protection representative at [gdpr@mreuk.com](mailto:gdpr@mreuk.com). Once received, we will not process your data for the reasons you have agreed to, unless we have another legal basis for doing so.

#### Right to complain

You have the right to complain at any time to the Information Commissioners' Office (ICO) regarding data protection issues - <https://ico.org.uk>

We reserve the right to update this privacy notice at any time. If you have any questions about it, please contact us at [gdpr@mreuk.com](mailto:gdpr@mreuk.com).

Last updated: March 2023