



## **M Group Services Limited – Privacy Statement**

### **1. WHO WE ARE**

We are M Group Services Limited. Registered in England. Company Number 10260164. Registered Office: Abel Smith House, Gunnels Wood Road, Stevenage, Hertfordshire, SG1 2ST.

This privacy statement is made by us and also on behalf of our affiliates, subsidiaries and related corporate entities this includes: M Group Services, M Group Services Plant and Fleet, Morrison Water Services, Planned Maintenance Pennine, ID Systems, Z-Tech, Magdalene, Morrison Telecom Services, Waldon Telecom, Avonline Network Services, Morrison Data Services, Callisto Data, Seeka, Agility Eco, Dyer & Butler, Antagrade Electrical, KH Engineering and Milestone Infrastructure.

References to “we”, “us”, “our” and “ours” in this privacy statement means M Group Services Ltd and subsidiaries.

### **2. OUR WEBSITES**

We operate a number of websites which contain basic information on our group of companies.

### **3. INFORMATION ABOUT VISITORS TO OUR WEBSITES**

We gather general information about the use of our websites, such as which areas users visit most frequently and which services users access the most. We only use aggregated data when analysing usage patterns of our website and cannot identify individual visitors to our websites. This information helps us determine what is most beneficial for our users and how we can continually create a better overall online experience. We may share this general information within M Group Services and also with our business partners so that they too may understand how our websites are used.

### **4. COLLECTION OF YOUR PERSONAL INFORMATION**

- **Guest users** of our websites If you are not registered with us, the information we collect about you is limited. Please refer to the preceding paragraph which details the anonymous information that we collect.
- **Registered users** When you register with M Group Services, via one of our websites, then you are giving us permission to use your personal data to consider you for opportunities, and to share your data within M Group Services and where applicable, with our clients. We may ask for certain information from you, including, but not limited to: your name, address, email address, date of birth, gender, education, skills and qualifications, employment history (including remuneration details), references, job requirements (including location, salary sought, job industry, job title) plus any other information you may volunteer to us as part of the registration process or which is contained in your resume/CV.

The information you provide to us or that we hold about you is stored, where applicable, in a secure cloud server, electronically in our databases, or in our manual databases. We will only process your information in the ways we describe in this privacy statement. If you think the information we hold about you is incorrect, you can contact us to correct it (see paragraph 12 ‘Questions’).

We reserve the right to delete any sensitive personal information which you may provide to us.

### **5. HOW WE USE YOUR PERSONAL INFORMATION**

You can browse our websites, and search for jobs without disclosing personal information about yourself. ‘Personal information’ means any information that may be used to identify you, examples of which are mentioned in the preceding paragraphs.



If you choose to register with M Group Services via one of our websites, we may use your personal information to contact you via e-mail, telephone, direct mail or other communication formats to provide you with information or services that you have requested.

We will use your personal information to fulfil your requests for information and to provide you with recruitment services you have requested. We will only process information that is adequate, relevant and not excessive for those purposes. Where we send you information, it may be sent by email or post, for any of the following purposes:

- to inform you of new vacancies we will be providing;
- to send you requested information on our vacancies;
- for research or marketing purposes; or
- to administer our websites to help us improve our services.

If you no longer wish to receive e-mails or post from us and want to be removed from our mailing list, please send an e-mail to [joinus@mgroupservices.com](mailto:joinus@mgroupservices.com) with "Unsubscribe" in the subject heading.

You may also wish to write to us at the address given in paragraph 12 'Questions'.

If you choose to unsubscribe from our mailing lists, we will require sufficient identity details to ensure that we do not contact you again.

## **6. DISCLOSING INFORMATION**

M Group Services will not disclose the personal information that you provide or details of your individual visits to our websites to any unrelated third parties except as provided for in this privacy statement and under the following limited circumstances:

- as necessary for job applications or other recruitment services that you have requested, with your consent;
- if our customer employees or alliance partners are involved in the recruitment process;
- when we believe the law requires it;
- as described in paragraph 3 above;
- in order to provide you with the information or services which you have requested, your personal information may occasionally be transferred or shared with third parties who act for us for further processing in accordance with the purposes for which the data was originally collected or for purposes to which you have subsequently consented. For example, sometimes a third party may have access to your personal information in order to support our information technology, to handle mailings on our behalf, or to provide services that you or our clients have requested (such as reference, qualification and criminal reference checking services, psychometric evaluations or skills tests);
- to third parties who perform functions on our behalf and who also provide services to us (such as professional advisors, IT consultants carrying out testing and development work on our business technology systems, research and mailing houses and function co-ordinators);
- we may share, transfer or disclose the personal information in our databases and server logs in the event of our sale, merger, reorganisation, dissolution, disposal of all or part of our assets or similar event. We will inform you of any such transfer or disclosure as required by law.

Where appropriate, before disclosing personal data to a third party, we contractually require the third party to take adequate precautions to protect that data and to comply with applicable law.

## **7. SECURITY**

M Group Services is committed to protecting the security of your personal information. We use a variety of measures (including, but not limited to, firewalls SSL encryption) to ensure that your personal information is protected from:



- unauthorised access;
- improper use or disclosure;
- unauthorised modification or alteration; and
- unlawful destruction or accidental loss.

However, the Internet is an open system and M Group Services cannot guarantee that the personal information you submit will not be intercepted by others.

All our employees and agents who have access to or are involved in the processing of personal information respect the confidentiality of personal information. Our websites may include links to external websites operated by other organisations.

They may collect personal information from visitors to their site. M Group Services cannot guarantee the content or privacy practices of any external websites and does not accept responsibility for those websites.

## **8. COOKIES**

Read M Group Services Limited's cookie policy and how we use cookies here.

## **9. RETENTION**

If we have not had meaningful contact with you (or, where appropriate, the company you are working for or with) for a period of 12 months, or if you have withdrawn your consent, we will anonymise your personal data, unless we believe in good faith that the law or other regulation requires us to preserve it (for example, because of our obligations to tax authorities or in connection with any anticipated litigation). We anonymise your data to ensure you are not re-entered onto our system, unless requested by you.

## **10. CHANGES TO THIS PRIVACY STATEMENT**

If we decide to change our privacy commitment, we will post those changes on our websites so that you will always know what information we gather, how we might use that information and whether we will disclose it to anyone.

## **11. CONSENT**

If you agree to have your personal data processed as described above, please tick to accept our data privacy statement.

## **12. QUESTIONS**

If you have any questions about how your personal information is used, or if you want to access, correct or remove your personal information, please send an email to: [datamanagement@mgroupservices.com](mailto:datamanagement@mgroupservices.com)

You may also write to us at: Resourcing Department, Abel Smith House, Gunnels Wood Road, Stevenage, Hertfordshire, SG1 2ST