

PRIVACY POLICY

Mann Brothers Media Ltd

Data Protection Registration Certificate
issued by Information Commissioner's Office

Registration reference: ZB031544

Date registered: 25 March 2021

Registration expires: 24 March 2024

Our contact details

Name: Mann Brothers Media Ltd

Registered Address:

Mann Bros.
30 High Street
Leighton Buzzard
Bedfordshire
LU7 1EA

Office Contact Address:

Mann Bros.
Ten 87 Studios
39A Markfield Road
Seven Sisters
N15 4QA

E-mail: brothers@mannbros.net

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)
- Customer financial information (for invoicing and accounting purposes)

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:

- Contact information for organising and operating jobs
- For accounting purposes (including processing invoices, providing estimates etc)

We use the information that you have given us in order to keep in contact with persons relating to a job for logistic purposes, to include relevant company information and details on invoices for accounting purposes.

We may share this information with the accounting firm we hire in order to complete VAT returns, end of year tax returns etc. Details of the accounting firm can be found below:

RA DA Thompson
30 High Street
Leighton Buzzard
Bedfordshire
LU7 1EA

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 us via email at brothers@mannbros.net, or by sending a letter to our office at:

**Mann Bros.
Ten 87 Studios
39A Markfield Road
Seven Sisters
N15 4QA**

(b) We have a contractual obligation.

(c) We have a legal obligation.

How we store your personal information

Your information is securely stored.

We keep personal information in the form of names, contact details, addresses and financial information for an indefinite amount of time, or until your consent is withdrawn. We will then dispose your information by securely deleting it from our central contact databases, email accounts and accounting software (both kept with secure passwords and two-step verification).

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 brothers@mannbros.net, or at the address below if you wish to make a request:

Mann Bros.
Ten 87 Studios
39A Markfield Road
Seven Sisters
N15 4QA

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at brothers@mannbros.net, or at the address below:

Mann Bros.
Ten 87 Studios
39A Markfield Road
Seven Sisters
N15 4QA

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>