

# CMC

## PRIVACY POLICY AND DATA PROCESSING

### PRIVACY POLICY AND DATA PROCESSING

The Internet is an amazing tool. It has the power to change the way we live, and we're starting to see that potential today. With only a few mouse-clicks, you can follow the news, look up facts, buy goods and services, and communicate with others from around the world. It's important to **CMC (UK) Ltd** to help our customers retain their privacy when they take advantage of all the Internet has to offer.

We believe your business is no one else's. Your privacy is important to you and to us, so we'll protect the information you share with us. To protect your privacy, CMC (UK) Ltd follows different principles in accordance with worldwide practices for customer privacy and data protection.

- We won't sell or give away your name, mail address, phone number, email address or any other information to anyone.
- We'll use state-of-the-art security measures to protect your information from unauthorized users.

#### NOTICE

We will ask you when we need information that personally identifies you (personal information) or allows us to contact you. We collect, use and process your Personal Information for five primary purposes:

- To enable us to provide consultancy and advisory services.
- To make the website easier for you to use by not having to enter information more than once.
- To help you quickly find document, services or information on our website.
- To help us create website content most relevant to you.
- To alert you to special offers, updated information and other new services.

#### DATA COLLECTION AND PROCESSING

##### *Technical data collection and processing:*

Information about your computer and about your visits to our websites (which may include your IP address, geographical location, browser version and type, length of visit, number of page views and similar information)

##### *Personal data collecting and processing:*

Personal details; family, lifestyle and social circumstances; business activities of the person whose personal information we are processing; goods and services provided; financial details, education details, employment details.

*We never collect and process sensitive classes of information that may include: physical or mental health details; offences and alleged offences; racial or ethnic origin; religious or other beliefs of a similar nature.*

##### *Who the information is processed about:*

We process personal information about our customers, clients and employees, complainants and enquirers, visitors, suppliers, advisers and other professional experts.

#### CONSENT

If you choose not to register or provide personal information, you can still use most of [www.companymaster.eu](http://www.companymaster.eu) (.vc, .sk, .cz), [www.bovincon.com](http://www.bovincon.com) and [www.eniel.eu](http://www.eniel.eu). But you will not be able to access areas and documents that require registration.

If you decide to register, you will be able to select the kinds of information you want to receive from us by subscribing to various services, like our electronic newsletters. If you do not want us to communicate with you about other offers regarding CMC (UK) Ltd products, events, or services by email, postal mail, or telephone, you may select the option stating that you do not wish to receive marketing messages from CMC (UK) Ltd.

CMC (UK) Ltd occasionally allows other companies to offer our registered customers information about their products and services, using postal mail only. If you do not want to receive these offers, you may select the option stating that you do not wish to receive marketing materials from third parties.

# CMC

## PRIVACY POLICY AND DATA PROCESSING

### ACCESS

We will provide you with the means to ensure that your personal information is correct and current. You may review and update this information at any time by e-mail and you can:

- View and edit personal information you have already given us.
- Tell us whether you want us to send you marketing information, or whether you want third parties to send you their offers by postal mail.
- Sign up for electronic newsletters about our services and products.

### SHARING PERSONAL INFORMATION AND OVERSEAS DATA TRANSFER

We sometimes need to share the personal information we process with the individual themselves and also with other organizations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA) of the United Kingdom.

Information is processed for consultancy and advisory services that are offered. For this reason the information processed may include name, contact details, family details, financial details, and the goods and services provided. This information may be about customers and clients. Where necessary this information is shared with the data subject themselves, business associates and other professional advisers, current, past or prospective employers and service providers.

We occasionally hire other companies to provide limited services on our behalf, including packaging, mailing and delivering purchases, answering customer questions about products or services, sending postal mail and processing event registration. We will only provide those companies the information they need to deliver the service, and they are prohibited from using that information for any other purpose.

It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world, where CMC (UK) Ltd, its subsidiaries, affiliates or agents are located. Any transfers made will be in full compliance with all aspects of the Data Protection Act.

CMC (UK) Ltd will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on CMC (UK) Ltd or the site; (b) protect and defend the rights or property of CMC (UK) Ltd and its family of Websites, and, (c) act in urgent circumstances to protect the personal safety of users of CMC (UK) Ltd, its Websites, or the public.

### SECURITY

CMC (UK) Ltd has taken strong measures to protect the security of your personal information and to ensure that your choices for its intended use are honored. We take strong precautions to protect your data from loss, misuse, unauthorized access or disclosure, alteration, or destruction.

Inside the company, data is stored in password-controlled servers with limited access. Your information may be stored and processed in United Kingdom or any other country where CMC (UK) Ltd, its subsidiaries, affiliates or agents are located.

### ENFORCEMENT

If for some reason you believe CMC (UK) Ltd has not adhered to these principles, please notify us by email at [info\(at\)companymaster.eu](mailto:info(at)companymaster.eu), and we will do our best to determine and correct the problem promptly.

CMC (UK) Ltd is registered with the Information Commissioner's Office under registration reference: **ZA090265**

Registration Start date: 08. December 2014