

PSMG LIMITED DATA PROTECTION POLICY & PRIVACY NOTICE

PSMG respects your privacy and is committed to protecting your personal data. This Privacy Notice explains how we collect, use, store, and protect your personal information in accordance with the General Data Protection Regulation (GDPR).

INFORMATION WE COLLECT

We may collect and process the following types of personal data:

1. Contact Information: Name, email address, phone number
2. Transactional Information: Payment details, invoices, billing address
3. Usage Information: IP address, browser type, and website interactions

HOW WE USE YOUR INFORMATION

We may use your personal data for the following purposes:

1. To provide and improve our services
2. To process payments and manage transactions
3. To communicate with you about our services and updates
4. To send you marketing materials (if you have consented)
5. To comply with legal obligations, such as tax reporting and audits

LEGAL BASIS FOR PROCESSING

We may process your personal data on the following legal grounds:

1. Consent: When you consent to receive marketing communications.
2. Contractual necessity: When processing is necessary for the performance of a contract (e.g., providing services).
3. Legitimate interest: To improve our services and for direct marketing (where we have a legitimate interest in doing so).
4. Legal obligation: To comply with legal obligations, such as tax laws.

HOW WE SHARE YOUR DATA

We may share your personal data with:

1. Service providers: Third-party partners who assist in delivering our services (e.g., payment processors, cloud storage providers).

2. Legal authorities: If required by law or in response to legal requests.

We ensure that third parties processing your data have appropriate safeguards in place to protect your privacy.

YOUR RIGHTS

As a data subject, you have the following rights:

1. Right to access: Request a copy of the personal data we hold about you.
2. Right to rectification: Request correction of inaccurate or incomplete data.
3. Right to erasure: Request deletion of your personal data when there is no longer a need for us to retain it.
4. Right to restriction of processing: Request that we limit the processing of your personal data.
5. Right to objection: Object to our processing of your data, especially for direct marketing.
6. Right to data portability: Request a transfer of your personal data to another organisation.

To exercise any of these rights, please contact us.

DATA RETENTION

We will retain your personal data for as long as necessary to fulfill the purposes for which it was collected. We will retain certain data for longer periods where required by law (e.g., tax records).

SECURITY

We use industry-standard security measures to protect your personal data from unauthorised access, use, or disclosure.

DATA BREACHES

In the event of a data breach, PSMG will notify affected individuals and the relevant supervisory authority within 72 hours, as required by the GDPR.

Jason Silcox



Business Director
January 2025



PSMG LIMITED

Policy Statement
