

## MLB STEEL LTD

### PRIVACY POLICY

MLB Steel is the UK's premier supplier of premium lightweight lattice and structural steel beams. Our registered name is MLB Steel Ltd, registration number Company Registration Number: 11864943. Our address is MLB-Steel, Units 10 & 11 Rolls Royce Estate, Spring Road, Ettingshall, Wolverhampton, West Midlands, WV4 6JX

#### Our Privacy Policy

Our privacy policy relates to our website [www.mlb-steel.com](http://www.mlb-steel.com). In particular the policy covers how we manage the data which you may submit via our website.

#### What information do we collect?

- When you submit your details on our website, we collect your name, company name and email address via our online form, along with any additional information such as your address or job title, if supplied by you.
- We will also record further communications such as correspondence emails or letters sent to us by you.
- If you subscribe to our newsletter via our website, we will record your email address.
- When we send you a marketing email we will know when you have clicked on an article heading that will take you to a page on our website.

#### How we will use your information

- We will only use the information held about you for the reasons it was provided to us for eg subscribing to a newsletter.
- With regards to specific enquiries sent direct to any email address within MLB Steel Ltd eg [NAME@mlb-steel.com](mailto:NAME@mlb-steel.com), we will retain your email address as a route to communicating with you until such time as you ask us to cease communicating with you.
- Your email address will also be used to send you information about our products and services.

#### Secure storage of information

- Our website is protected by a security measure that will now allow any information to be accessed outside of MLB Steel Ltd.
- Your personal data is held on our secure in-house system.
- All systems are regularly reviewed.
- At your request, we will remove any personal data from all of our systems and confirm the removal with you as a final communication.

### **Data sharing**

We will never share your personal data with any third party or associated organisation.

### **Google Analytics**

We use Google Analytics to enable us to better understand the usage of our website so that we can adapt it for enhanced user experience. This does not reveal any information as to your organisation or personal data.

### **Your rights**

Under the current data protection regulations, you have a right to:

- Know that we collect personal data, as outlined above.
- Access your personal data on valid proof of identity.
- Ask us to remove your personal data at any time.
- Ask us to remove your personal data from mailing lists, but not necessarily all communications.
- Ask us to amend your personal data.

### **Suppliers and third-party business partners**

We will store personal data in relation to all business suppliers for the sole use of communicating with you with regards to business matters. Should any business relationship discontinue, you have the right to ask us to remove your data once all business matters are concluded.