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## MINERVA INNOVATION GROUP LTD

### PRIVACY NOTICE

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Welcome to the Minerva Innovation Group Ltd's Privacy Notice.

This privacy notice provides information on how Minerva Innovation Group Ltd collects and processes your personal data when you visit our website at <http://minervainnovation.co.uk/> ("Our Site") to find out more about our services or request us to make contact with you about an enquiry you have or a request for services, to sign up for a newsletter, purchase a service.

It is important that you read this privacy notice together with our Privacy Policy which contains more detailed information about our data processing and can be accessed through our website.

#### 1. Important information and who we are

Minerva Innovation Group Ltd is the controller and responsible for your personal data.

We have appointed a data privacy manager (DPM). If you have any questions about this Privacy Notice or our data protection practices please contact the DPM.

##### CONTACT DETAILS

Our full details are:

Name of DPO: Dr Emily Pearce

Email address: [info@minervainnovation.co.uk](mailto:info@minervainnovation.co.uk)

Postal address: OFFICE NO. GF 24; 20-23 Woodside Place; G3 7QL; Glasgow; UK

#### 2. The data we collect about you

We may collect, use, store and transfer different kinds of personal data about you as follows:

- **Identity Data:** Where you are requesting us to contact you via the website this will just be first name, maiden name, last name, but if you ask us to provide services to you may also include information about your title, date of birth and gender, address etc if we are required to carry out anti-money laundering checks as part of our client set up processes.
- **Contact Data:** email address and telephone numbers.
- **Financial Data:** includes bank account and payment card details.
- **Transaction Data:** includes details about payments from you and details of the services you have purchased through us.
- **Marketing and Communications Data:** includes your preferences in receiving marketing from us and your communication preferences.

#### 3. How we use your personal data

We will only use your personal data for the purpose for which we collected it which include the following:

- If you wish us to contact you about providing services to follow up your enquiry.
- If you ask us to provide services to you, to set your/your company up as a customer and provide services to you, manage our relationship and for marketing purposes.

#### **4. How we share your personal data**

We may share your personal data with external third parties to the extent necessary with the providers of IT Services and, if we provide services to you, with our and your professional advisers and in any documents we provide for submission to HMRC. More detail can be accessed through our website.

#### **5. International transfers**

We may transfer, store and process your personal data outside the European Economic Area. More detail can be accessed through our website.

#### **6. Your legal rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you and the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)).

#### **7. Further details**

If you are looking for more information on how we process your personal data including on data security, data retention and lawful processing bases, please access our Privacy Policy through our website.