



MMC Data Protection Policy

1. Introduction

MMC ("we", "our", "us") is committed to protecting and respecting your privacy. This policy outlines our practices regarding the collection, use, and disclosure of personal data and your rights under the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Data Controller

Marsha Cox

MMC - 2 -4 East Street, Newton Abbot, Devon TQ12 1AF

2. Personal Data We Collect

We may collect and process the following data about you:

- Contact Information: Name, address, email, and telephone number.
- Professional Information: Job title, organisation details.
- Financial Information: Bank account details for donation processing.
- Technical Information: IP address, browser type, and cookies.
- Communication Data: Records of your correspondence with us.

3. How We Use Your Data

We use your personal data to:

- Provide and manage our services.
- Process donations and manage fundraising activities.
- Communicate with you regarding our services and updates.
- Comply with legal obligations.
- Improve our services through analysis and feedback.

Legal Basis for Processing

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

- Consent: When you have given clear consent for us to process your personal data for a specific purpose.



- Contract: When processing is necessary for a contract we have with you.
- Legal Obligation: When processing is necessary to comply with the law.
- Legitimate Interests: When processing is necessary for our legitimate interests, provided your rights and interests do not override these.

Data Sharing and Disclosure

We may share your personal data with:

- Service Providers: Third parties who provide services to us, such as payment processors and IT services.
- Regulatory Authorities: To comply with legal obligations.
- Professional Advisors: Including lawyers, bankers, auditors, and insurers.

We do not sell or rent your personal data to third parties.

Data Security

We implement appropriate technical and organisational measures to protect your personal data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure, or access.

Data Retention

We retain your personal data only for as long as necessary to fulfil the purposes for which we collected it, including for legal, accounting, or reporting requirements. We retain personal contact information and bank details for a period of **6 months** after finishing a client's contract. Project information, budgets and financial information are also removed at **6 months**. Only non-personal contact information such as bid wins and funding pipelines are held for a period of **5 years**.

Your Rights

Under the UK GDPR, you have the following rights:

- Access: Request access to your personal data.
- Rectification: Request correction of inaccurate or incomplete data.
- Erasure: Request deletion of your personal data under certain conditions.
- Restriction: Request restriction of processing your personal data.
- Data Portability: Request transfer of your personal data to you or a third party.
- Objection: Object to the processing of your personal data.

To exercise any of these rights, please contact us at marsha@mmcltd.co.uk



Changes to This Policy

We may update this policy from time to time. We will notify you of any changes by posting the new policy on our website. You are advised to review this policy periodically for any changes.

Contact Us

If you have any questions about this policy or our data protection practices, please contact us at:

MMC 2 -4 East Street, Newton Abbot, Devon TQ12 1AF

Mrs. Marsha Cox marsha@mmcltd.co.uk

12. Policy Approval

This Policy has been approved by Marsha Cox. Any amendments or updates will be communicated to all employees.

Signed:

A handwritten signature in blue ink that appears to read 'Marsha Cox'.

[Name] Marsha Cox

[Title] Managing Director

[Date] 15th December 2025