

Privacy Statement

1. Introduction

Monodraught Ltd must gather, store and use “personal data” as defined by the European Union Regulation (EU) 2016/679 in order to market our products and services to you. The collection and processing of personal data is subject to restrictions aimed at protecting the privacy of individuals.

Monodraught Ltd is registered with the Information Commissioner Office (ICO) and we adhere to good practice in our data protection policy, including adherence to the General Data Protection Regulations (GDPR).

This privacy statement will describe the reasons why personal data is needed, how it will be used, who will be able to access the information and when it will be deleted from our records. It also explains your rights to access your data under data protection laws or seek to have it rectified or deleted. We will at all times comply with the provisions of the European Union General Data Protection Regulations (GDPR).

2. Personal data which we hold about you

We request very little identifying information from you and only for specific set of purposes.

The personal data we hold on you is:

- Full name
- Company name
- Email address
- Job role
- Company address, including postcode
- Company telephone and mobile number
- IP address
- Email marketing preferences

Your personal data is held:

- For registration to certain areas of the Website;
- To allow us to consider your comments, queries and suggestions and respond if necessary;
- To allow us to respond to your enquiries for further information;
- To distribute requested materials
- For the performance of a contract [or to make preliminary arrangements for the creation of a contract]
- To provide warranty and/or maintenance services

Sometimes, we may ask questions where you are not personally identifiable from your response although we may post responses on the Website. These instances will be highlighted to you but in all other instances, you should assume that we track any information you provide on a personally identifiable basis.

3. Purposes of processing

We will process your personal data for the purposes of:

- Sending you marketing information or;

- performing our obligations and exercising our rights under your contract.

We will only process your personal data where one of the following apply:

- you have provided your consent for us to do so;
- processing is necessary for the performance of a contract [or to make preliminary arrangements for the creation of a contract];
- there is a legal obligation to do so; or
- processing is necessary for the purposes of legitimate interest pursued by Monodraught Ltd or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data.

4. Third parties

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

5. Transfers of your personal data outside the EU

Monodraught Ltd, from time to time, may transfer your personal data outside as follows:

- Your personal data will be stored on a CRM cloud system, which is headquartered in USA.

6. Retention of your personal data

We will retain your personal data only so long as we reasonably require in light of the purposes for which we are holding it and all relevant legal, commercial and operational considerations.

If you choose to unsubscribe from receiving marketing emails from us your email address will be held on our email suppression list in order to prevent us from contacting you again via email. This is held under the Legal Obligation basis in order for us to comply with GDPR law.

7. Subject Access Rights

You have a right (referred to as the data subject access request, “DSAR”) to access the personal data that we hold about you. If you would like to exercise that right, you must submit a request to info@monodraught.com specifying the information that you want is to provide you.

We are obliged to respond to any such request within one month of receiving it (subject to limited exceptions).

Privacy Statement

We will inform you via email following receipt of your request and, if necessary, seek additional information from you about your request.

8. Accuracy of information and corrections

You have a right (referred to as the right to rectification) to have your personal data rectified if it is inaccurate or incomplete. If you become aware that any of the data we hold about you is inaccurate, you can submit a request to info@monodraught.com

Please do this as soon as practical. We are obliged to comply with requests within one month. This may be extended to 3 months where a rectification request is complex.

9. Storage of data

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Personal data will be stored in password protected software as a service CRM, marketing platform, password protected documents within electronic folders or locked filing cabinets, which are only accessible to members of the customer service and marketing team. We do not hold any sensitive personal data.

10. Deletion/Unsubscribe

You have a right (referred to as the right to erasure) to request deletion or removal of your personal data where there is not compelling reason for its continued process. In these instances your data will be removed within one month apart from where we hold your email address on our mailing list, where your email address will then be held on email suppression list, which we must hold for legal reasons. You will be notified if any of your data must continue to be held for any legal reasons.

If you would like to exercise this right, you can:

- Unsubscribe at the end of any marketing email you receive, if you want to unsubscribe. An unsubscribe link is included in every Monodraught mail shot email by law.
- Submit a request to info@monodraught.com. We will then consider this request in accordance with obligations under data protection laws.

11. Restricting use of your personal data

You have a right (referred to as the right to restrict processing) to block or suppress the processing of personal data in certain circumstances.

If you contest the accuracy of the personal data, processing may be restricted until the accuracy of the personal data has been verified. This also applies where you contest that the processing is unlawful.

If you would like to exercise this right, you must submit a written request to info@monodraught.com, specifying the information that you wish us to impose a processing restriction on.

Information about cookies

A cookie is a small text file, which is placed on your computer or other device. It makes it possible for us to recognize your computer and gather information about which pages and functions are visited with your computer. Cookies contain only anonymous information.

Cookies are used by most websites and are in many cases essential for the website to work properly.

Cookies on this website

We use cookies on this website for various purposes related to functionality, web analysis and marketing. We use cookies primarily to gather statistics about the users' visits. The information gathered is used to improve the user experience on our website.

No to Cookies

If you wish to decline the use of cookies now or in the future, you can change the permission in your browser settings. You can block the use of cookies from any website by adding the domain under settings in your browser.

Read more about how you control cookies in your browser on <http://www.aboutcookies.org/>

What happens if I say no to cookies?

If you choose to decline cookies in your browser, your device will not be tracked when you browse the internet. However, please note that by declining cookies you may prevent some webpages from displaying correctly.

Why inform about cookies?

Under The Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011 (pdf) http://www.legislation.gov.uk/ukxi/2011/1208/pdfs/ukxi_20111208_en.pdf, we are required to inform users of the presence of cookies on our site.

Information about our website

By choosing to use this website, you have requested Monodraught Ltd to send information to your computer or mobile device. You authorize Monodraught Ltd to transmit such information in a format and with features, Monodraught Ltd deems appropriate. Information transmitted by Monodraught Ltd may include files, which will be stored on your computer or mobile device, including text files such as cookies

When entering or browsing this site or otherwise using the material contained herein, including downloading of software, you should take necessary precautions to ensure that whatever you choose to use

Privacy Statement

is free of viruses and may not otherwise interfere with or damage the operations of your computer systems, including that down-loaded software is compatible with your software. The material is the property of Monodraught Ltd or others. Reproduction or use of all or part of the material in any form is prohibited other than for personal non-commercial use. No licence is granted to reproduce or use the material for other purposes than normal web-browsing.

Text, photographs, films, drawings, graphics, sounds, data, etc. may be subject to copyright and are either the property of or used under license by Monodraught Ltd. Trademarks and service marks, including logos, slogans, etc. are registered or unregistered marks used under license by Monodraught Ltd. Products shown and production methods described may be subject to other intellectual property rights, including patents and patent applications, used under license by Monodraught Ltd.

No license is given to use any of these intellectual property rights, and you are advised that Monodraught Ltd carefully watches and instantly prosecutes any infringement of this, including by way of criminal prosecution.

Material given through this site

Monodraught Ltd collects non-personal information about the visitors of this site with the purpose of updating and improving the site to give you the best experience and most relevant material visiting this site. Personal information is only collected when voluntarily submitted by visitors. Such information includes your name, address, telephone, facsimile numbers and your e-mail address. This information will be used only for the purpose they were submitted unless you have expressly agreed otherwise. Personal as well as non-personal information collected by Monodraught Ltd is considered confidential and will not be sold, leased or otherwise shared with third parties. Any material received by Monodraught Ltd through this site is considered non-confidential and non-proprietary. Monodraught Ltd will reproduce, use, amend and assign any such material without limitations, including ideas for products or production methods and know-how contained in such material. Monodraught Ltd uses information you provide to respond to requests that you make to us. We may also use the information to contact you, including providing you with information, updates or offers from Monodraught Ltd. Monodraught Ltd may share personal information with third parties to run this site, to obtain legal advice and as required by law.

Links to other sites

When using a link provided in this site to access another site, you are leaving this site. The site that you will enter is independent from this site and its contents are outside the control of Monodraught Ltd. By providing the link in this site, no warranty or representation is given concerning the material in the site that you will enter. Monodraught Ltd expressly disclaims any liability for direct or indirect losses resulting from entering or browsing such site or using the material contained therein, irrespective of the reason for such loss, and irrespective of whether Monodraught Ltd has or ought to have foreseen such loss, including the risk of such loss, by not removing the link from this site or otherwise.

Links to this site

When a link to access this site is provided in another site, Monodraught Ltd has, unless expressly stated, not authorised or endorsed neither the link nor the material contained in such other site, and Monodraught Ltd is not associated with or connected to the owner of such other site.