



**MCE Limited**  
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E-Mail: [sales@mcemalta.com](mailto:sales@mcemalta.com)  
Website: [www.mcemalta.com](http://www.mcemalta.com)  
Co. Reg. No.: C3459  
VAT No. MT 1152-8707

## **MCE Limited Privacy Policy**

Because MCE Limited are Data Controllers, we have developed this Privacy Policy to help you understand what data we collect, why we collect it, and what we do with it. This is important and we hope you will take time to read it carefully. Should you need to contact us regarding our policy, please feel free to do so either by email to our Data Protection Officer (DPO) Nicola Puglisevich on: [npuglisevich@mcemalta.com](mailto:npuglisevich@mcemalta.com) or by calling our offices on: +356 21486213.

### **Privacy Policy**

Last modified: May 09, 2018

Our Privacy Policy explains:

- What information is gathered through the website and why we collect it.
- How long we keep this information and who has access to it
- How we use the information we collect
- Transparency and the Choice to Opt-Out
- Information Security
- Changes to the Privacy Policy

#### **What Information Is Gathered Through The Website And Why We Collect It:**

Personal data is collected through our website registration process as well as through our queries section. During these processes we kindly ask that you submit your:

- Name and Surname,
- Email Address and
- Contact Phone number

The reason we collect this data is to be able to revert back to you to settle your query.

#### **How Long We Keep This Information And Who Has Access To It**

This data is kept on record for 2 years. A notification email will be sent upon registration as well as just before the 2 years are up to bring to your attention that your details will be deleted unless you advise us otherwise. Kindly note that our website does not use Cookies.



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### How We Use The Information We Collect

As stated above, the sole use of the data we collect is to be able to give our clients replies to their queries. We also use this data for statistical and marketing research to better our services and website, as well as for marketing purposes such as mailing lists and/or frequent newsletters. Clients will be able to opt out of this at any time.

We will always ask for your consent before using information for a purpose other than those that are set out in this Privacy Policy.

### Transparency And The Choice To Opt-Out

People have different privacy concerns. Our goal is to be clear about what information we collect, so that you can make meaningful choices about how it is used. Clients will always have the option to 'Opt-Out' at any point if they prefer not to have the above details kept on file (unless we are obliged to keep that information for legitimate legal purposes). All they need do is send an email to our DPO on: [npuglisevich@mcemalta.com](mailto:npuglisevich@mcemalta.com) or by calling our offices on: +356 21486213 to have this arranged.

An important point to note is that absolutely no personal data gathered is shared in any way with any third-party organisations or individuals.

### Information Security

We understand that any personal data gathered is sensitive information which needs to be stored securely and respected. In order to achieve this, we restrict the access of this data so that only select employees within the company are able to use the data.

### Changes To The Privacy Policy

Our Privacy Policy may change over time and it is in your best interest to check-in from time to time to make sure you are up to date with the latest version of this policy.

Kindly note that should there be any significant changes with any of the points highlighted in this policy, we will provide a more prominent notice to bring your attention to this fact. We do not wish to mislead in any way our intentions and will always ask for explicit consent before implementing any changes to this policy.