

## Contents

1.	Privacy policy.....	1
2.	What information is being collected? .....	1
3.	How we collect information about you.....	2
4.	What we do with the information we gather.....	2
5.	Security.....	2
6.	Requesting access to your personal data .....	3
7.	Disclaimer .....	3
8.	How to contact us .....	3

### 1. Privacy policy

This privacy policy explains how grange media technologies ltd (trading as gmedia) use any personal information.

### 2. What information is being collected?

There are 3 reasons why we collect personal data:

#### 1. Staff Administration

Appointments or removals, pay, discipline, superannuation, work management or other personnel matters in relation to the staff of gmedia.

#### 2. Accounts & Records

Keeping accounts related to any business or other activity carried out by gmedia, or to decide whether or not to accept a person as a customer or supplier.

For keeping records of purchases, sales or other transactions for the purpose of ensuring that the requisite payments and deliveries are made, or services provided in respect of those transactions.

#### 3. Advertising, Marketing & Public Relations

Advertising or marketing the business of gmedia's activity, goods or services and promoting public relations in connection with that business or activity, or those goods or services.

We may collect the following information:

- Name and job title
- Contact information including email address
- Demographic information such as postal address, including postcode
- Other information relevant to customer surveys or offers, which could include relevant preferences and interests.

### **3. How we collect information about you**

We collect information about you when you transact with us or register with us or make an enquiry about our products and services.

### **4. What we do with the information we gather**

- Primarily, internal record keeping
- We may use the information to improve our products and services
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided

### **5. Security**

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.

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



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## 6. Requesting access to your personal data

You may request details of personal information which we hold about you. A small fee will be payable.

If you would like a copy of the information held on you please write to:

**grangemedia technologies ltd (trading as gmedia)**

No 5 The Gardens, Coleshill Manor Office Campus, Birmingham Road, Coleshill,  
Warwickshire B46 1DL

**Info@gmedia.uk.com**

If you believe that any information we are holding about you is incorrect or incomplete, please write to or email us as soon as possible, at the above address.

We will promptly correct any information found to be incorrect.

**grangemedia technologies ltd** is registered with the Information Commissioner's Office under registration reference: Z251434X

**Registration Start date: 18 January 2011 - Registration Expiry date: 17 January 2019**

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance.

## 7. Disclaimer

We may change this policy from time to time. You should check the website periodically to ensure that you are happy with any changes. This policy is effective from May 2018.

[gmedia.uk.com](http://gmedia.uk.com)

[grangemedia.com](http://grangemedia.com)

## 8. How to contact us

Please contact us if you would like to discuss anything in this Privacy Policy.

**grangemedia technologies ltd (trading as gmedia)**

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Warwickshire B46 1DL

**info@gmedia.uk.com**