

Data Privacy Notice

MeSign is committed to protecting and respecting your privacy in accordance with the General Data Protection Regulation.

The information MeSign collects and stores

MeSign collects and stores data about our staff, customers, associates and providers, in person, via our website and through the exchange of emails.

The data MeSign collects consists of both personal and company information, and includes:

- Names.
- Job positions.
- Telephone numbers.
- Email addresses.
- Physical addresses.
- Marketing preferences.
- Disability status and/or any additional needs.
- Video footage (required for examinations and testimonials).

How MeSign uses data

MeSign uses the data it collects and stores for the following activities:

- Day to day communication with staff, customers and service providers.
- Promotion of our products and services*.
- As part of delivering the services MeSign provide.

*Data used for marketing is stored on a database, which allows customers to set their own preferences as to how and why they may be contacted. We do not send you spam emails. You may opt-out of our emails at any time. An 'unsubscribe' link is included in all of our email promotions or by contacting MeSign by email to info@mesign.co.uk.

Data disclosure

MeSign do not share any personal information with any third party individuals or organisations, other than those who provide us with the services we require for the operation of our business. We only work with organisations who follow and adhere with the General Data Protection Regulations.

This includes but is not limited to:

- Website and email providers.
- Examining bodies.
- Accountants.

Protection of your information

MeSign uses best endeavour to safeguard the confidentiality of any personally identifiable information.

We do this by using

- Secure email and web servers.
- Secure devices including phones, computers and tablets and storage devices.
- Any paperwork is stored in a secure room and disposed of safely.

Our website

The MeSign website (www.mesign.co.uk) uses cookies to ensure proper running of our website and to collect statistical information on visitors to the site. We do not actively track visitors to the site for marketing our services. Customers of MeSign who use the members section of our website, to access member only content, will need to enable cookies to be able to use this service.