



**Macom International Recruitment Services Ltd** has adopted this Privacy Policy as we recognise the right of people to keep their personal information private. This Privacy Policy covers the company's use of personally identifiable information that you provide and we collect or hold, including when you continue to browse and use our website [www.mirs-co.com](http://www.mirs-co.com).

If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use, which, govern the MIRS'S relationship with you. If you disagree with any part of this policy, please do not provide personal information and do not use our website

## **DATA PROTECTION**

This policy explains how the MIRS and the website comply with the DPA (Data Protection Act), the General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018, and the Privacy and Electronic Communications Regulations. We may update this policy in future.

By providing your personal details, you agree to allow MIRS to contact you by mail, email, telephone or SMS text message in connection with MIRS purposes; either on the basis of the consents you have given us, or for our legitimate interests in accordance with current data protection regulations.

## **HOW WE COLLECT INFORMATION ABOUT YOU**

We collect personal information each time you are in contact with us. For example, when you:

Visit our website to...

- Register your details and your family details, at [www.mirs-co.com](http://www.mirs-co.com) by purchase of application form online, by completion of newsletters, contact forms via our website or electronic means and our hard copy application forms and marketing campaigns.
- Register for an MIRS event;
- Provide your contact details, in writing or orally, to MIRS staff or volunteers;
- Purchase goods or services, including when you provide credit or debit card details;
- When you attend MIRS services or participate in other company's activities;
- Communicate with the MIRS by means such as email, letter, telephone;
- Face to face meetings with MIRS staff and volunteers;
- Access social media platforms such as Facebook, WhatsApp, Twitter, Instagram and LinkedIn

MIRS does not hold any debit or credit card details for donations/payments made via our websites. All card payments are handled by service providers who encrypt card information sent from our website.



## **HOW WE USE YOUR INFORMATION**

MIRS will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally, we will only use and disclose your personal information as follows:

- To keep you informed by text and/or email as to MIRS services, activities, resources and conferences;
- To establish and maintain your involvement with MIRS, events you have attended, what areas and activities of MIRS you have supported, record and acknowledge any donation, to provide the products you have requested;
- To answer an inquiry or request for further information or complaint about the MIRS, its services, activities and events;
- To register you for events;
- To assist us to make MIRS sites, services and products more valuable to our community;
- For promotion of products or services and to keep you informed of new developments we believe may be of interest to you. If we contact you in this way without obtaining your prior consent, we will provide you with the opportunity to decline any further promotional communications;
- To assist MIRS and Senior Management with management of issues relating to the company.

## **WHO SEES YOUR INFORMATION**

The information you provide to us will be held on computers in Nigeria, UK, the European Union and the USA and may be accessed by or given to our staff at MIRS and our service providers who act for us for the purposes set out in this policy or for other purposes approved by you. Those parties may process information, fulfil and deliver orders, process credit card payments and provide support services on our behalf.

We do not sell or pass any of your personal information to any other organisations and/or individuals without your express consent.

By providing us with your details, you are giving the MIRS your express permission to transfer your data to our service providers including siteground, paypal, stripe pay, and MailChimp, to enable fulfilment of the purpose for collection. We will also house your data within our own database stored securely on site and only accessible by responsible and fully trained staff.

Where such details are shared we have confidentiality agreements in place that restrict the use of your information to the purpose for which it is provided and ensure it is stored securely and kept no longer than necessary.



We do not intend to store, nor do we currently store financial details (credit or debit card numbers) obtained through online transactions. We do not store details online nor do we pass any information to third parties, except where we are legally required to do so, to assist fraud reduction, or to provide a service requested and minimise credit risks.

### **SENSITIVE PERSONAL INFORMATION**

MIRS may collect and store sensitive personal information such as health information, when you and/or your family attend or register for MIRS events. Your personal information will be kept strictly confidential. It is never sold, given away, or otherwise shared with anyone, unless required, by law.

### **KEEPING DETAILS UP TO DATE**

Please tell us as soon as any of your contact details change so that we can keep our records up to date.

You can change the way we contact you, or the kind of material we send you, at any time by contacting us by mail or email using the contact details below.

You can unsubscribe from our regular emails or texts at any time by using the 'unsubscribe' or 'change preferences' links on the email or texts you have received.

### **ACCESS TO YOUR INFORMATION**

You can request access to the personal information that MIRS holds about you by contacting the company's Privacy Officer as set out below. We will provide you with access to your personal information unless we are legally authorised to refuse your request.

If you wish to change personal information that is out of date or inaccurate at any time, please contact us. MIRS will take reasonable steps to correct any of your information that is inaccurate, incomplete or out of date. If you wish to have your personal information deleted, please let us know and we will delete that information wherever practicable by emailing the data controller on the address below.

We may refuse your request to access, amend or delete your personal information in certain circumstances. If we do refuse your request, we will provide you with a reason for our decision and, in the case of amendment, we will note with your personal information that you have disputed its accuracy.



## **SECURITY**

MIRS will take reasonable steps to keep secure any personal information, which we hold and to keep this information accurate and up to date. Personal information, held electronically, is stored in a secure server or secure files.

The Internet is not a secure method of transmitting information. Accordingly, MIRS cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information. We take security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. Your information will be held for a reasonable period or as long as the law requires or permits.

## **COOKIES POLICY**

Cookies are small amounts of information that we store on your computer. Unless you have indicated your objection when disclosing your details to us, our system will issue cookies to your computer when you log on to the site. Cookies make it easier for you to log on to and use the site during future visits. They also help to monitor website traffic and to personalise the content of the site for you but will not store, save or collect personal information. You may set up your computer to reject cookies although, in that case, you may not be able to use certain features on our site.

## **LINKS**

This website may also include links to other websites. Links provided by MIRS are for your convenience to provide further information.

We use websites such as Vimeo and YouTube to embed videos on our website, service providers such as MailChimp and Google Analytics and you may be sent cookies from them via our site. Please look at the cookie and privacy policies on these third-party sites if you want more information about this.

This website may also contain sponsored links and adverts. These may typically be through related supporters or partners websites, who may have their own detailed privacy policies. Unless it is material supplied or posted by MIRS, we do not endorse the website(s) and have no responsibility for the content of the linked website(s) nor for the cookies they may contain.

Users should therefore note they click on external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links.



## **SOCIAL MEDIA**

MIRS uses social media such as Facebook, Twitter, Instagram, WhatsApp and You-Tube. Users must verify authenticity of sites before posting or providing personal information on such sites.

Our website may provide social media buttons, permitting sharing our web content directly to a social media, platform. Use of such buttons is at your own risk.

Unless it is material supplied or officially posted by MIRS, we do not endorse social media website(s) and have no responsibility for the content nor for the cookies they may contain.

MIRS does not ask for passwords nor personal details on social media.

## **DOWNLOADS**

Any documents or files made available to download from our website are provided at users own risk.

## **CHANGES TO THIS POLICY**

MIRS may amend this Privacy Policy from time to time to ensure compliance with changes or amendments to the law of the Nigeria, UK and USA. Any amended version will be available on our website at [www.mirs-co.com](http://www.mirs-co.com). We suggest that you visit our website regularly to keep up to date with any changes.

## **CONTACT DETAILS**

If you would like any further information, or have any queries, problems or complaints relating to the MIRS Privacy Policy or our information handling practices in general, please contact our Privacy Officer by:

Telephone: +2347030456187, +2347019701569.

Email: [info@mirs-co.com](mailto:info@mirs-co.com) or

Writing to The Privacy Officer, MIRS Suit 4, No. 2, Church Road, Along Omosebi Hospital, Off Ajase-ipo Road, Oppt First Bank.

Registered Office: Suit 4, No. 2, Church Road, Along Omosebi Hospital, Off Ajase-ipo Road, Oppt First Bank.

February, 2019