



P&R Morson (FM) Limited (Company Number 8642216) ("we") are committed to protecting and respecting your privacy.

## SCOPE OF POLICY

This policy (together with our end-user licence agreement as set out at ("EULA") together "our Terms of Use") applies to your use of:

- CLIENT WEB PORTAL and mobile application software at [[https://play.google.com/store?hl=en\\_GB](https://play.google.com/store?hl=en_GB)] (together the "App"), once you have downloaded or streamed a copy of the App onto your computer, mobile telephone or handheld device ("Device"); and
- Any of the services accessible through the App ("Services") that are available on any of our websites ("Our Sites"), unless the EULA states that a separate privacy policy applies to a particular Service, in which case that privacy policy only applies.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how We will treat it.

For the purpose of the Data Protection Act 1998, the data controller is P&R Morson (FM) Ltd. (Company Number 8642216) of Laborem Place, Coombswood Way, Halesowen, West Midlands, B62 8BH.

## Information We May Collect From You

1 We may collect and process the following data about you:

- **"Information you give us (Submitted information)":** You may give us information about you by filling in forms on any of Our Sites or Apps, or by corresponding with us (for example, by e-mail or chat). This includes information you provide when you download or register an App, subscribe to any of our Services, search for an App or Service and when you report a problem with an App, our Services, or any of Our Sites. The information you give us may include your name, address, e-mail address and phone number, the Device's phone number, username, password and other registration information, [financial and credit card information,] personal description and photograph.
- **Information we collect about you and your device.** Each time you visit one of Our Sites or use one of our Apps we may automatically collect the following information:
  - technical information, including the type of mobile device you use, a unique device identifier (for example, your Device's IMEI number, the MAC address of the Device's wireless network interface, or the mobile phone number used by the Device), mobile network information, your mobile operating system, the type of mobile browser you use or time zone setting, (Device Information);



- information stored on your Device, including contact information, login information, photos, videos or other digital content or check ins, (Content Information);
- details of your use of any of our Apps or your visits to any of Our Sites including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access (Log Information).
- **Information we receive from other sources (Third Party Information).** We are working closely with third parties (including, for example, business partners, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers, search information providers, credit reference agencies) and may receive information about you from them.

If you contact us, We may keep a record of that correspondence.

- **Unique application numbers:** when you install or uninstall a Service containing a unique application number or when such a Service searches for automatic updates, that number and information about your installation, for example, the type of operating system, may be sent to us.

## Cookies

We use cookies to distinguish you from other users of the App or Our Sites. This helps us to provide you with a good experience when you use the App or browse any of the sites and also allows us to improve the App and Our Sites.

## Uses Made of the Information

We use information held about you to provide the Services. [We also use information held about you in the following ways:

- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- to provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about;
- to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you. If you are an existing customer, we may contact you by electronic means (e-mail or SMS) with information about goods and services similar to those which were the subject of a previous sale or negotiations of a sale to you. If you are a new customer, and where we permit selected third parties to use your data, we (or they) will contact you by electronic means only if you have consented to this. If you do not want us to use your data in this way, or to pass your details on to third parties for marketing purposes, please tick the relevant box situated on the form on which we collect your data or e-mail us at [enquiries@morsonfm.co.uk];
- to notify you about changes to our service;



- to ensure that content from Our Site is presented in the most effective manner for you and for your computer.]

**Information we collect about you.** We will use this information:

- to administer Our Site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve Our Site to ensure that content is presented in the most effective manner for you and for your Devices;
- to allow you to participate in interactive features of our Service, when you choose to do so;
- as part of our efforts to keep our Services safe and secure;
- to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
- to make suggestions and recommendations to you and other users of Our Site about goods or services that may interest you or them.

**Information we receive from other sources.** We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

**Disclosure of Your Information**

[We may disclose some or all of the data we collect from you when you download or use the App to the following third parties:

Category of data	Recipient
Email and telephone numbers	Our external IT providers for IT troubleshooting Any of sub-contractors who's services you may require

We may disclose your personal information to any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the Companies Act 2006.

We may disclose your personal information to third parties:

- Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you.
- In the event that We sell or buy any business or assets, in which case We may disclose your personal data to the prospective seller or buyer of such business or assets.



- If P&R Morson (FM) Limited or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If We are under a duty to disclose or share your personal data in order to comply with any legal or regulatory obligation or request.
- In order to:
  - enforce or apply the EULA and other agreements or to investigate potential breaches; or
  - protect the rights, property or safety of P&R Morson (FM) Limited our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### **Where We Store Your Personal Data**

The data that We collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. These staff may be engaged in the fulfilment of your request, order or reservation, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Where We have given you (or where you have chosen) a password that enables you to access certain parts of Our Sites/Mobile App, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although We will do our best to protect your personal data, We cannot guarantee the security of your data transmitted to Our Sites; any transmission is at your own risk. Once We have received your information, We will use procedures and security features to try to prevent unauthorised access.

We may collect and store personal data on your Device using [application data caches and browser web storage (including HTML 5) OR [ALTERNATIVE MECHANISMS]] and other technology.

Certain Services include social networking, chat room or forum features. Ensure when using these features that you do not submit any personal data that you do not want to be seen, collected or used by other users.

### **Your Rights**

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if We intend to use your data for such purposes or if We intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms We use to collect your data. You can also exercise the right at any time by contacting us at P&R Morson (FM) Limited,



Laborem Place, Coombswood Way, Halesowen, West Midlands. B62 8BH OR  
enquiries@morsonfm.co.uk.

Our Sites may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates (including, but not limited to, websites on which the App or the Services are advertised). If you follow a link to any of these websites, please note that these websites and any services that may be accessible through them have their own privacy policies and that We do not accept any responsibility or liability for these policies or for any personal data that may be collected through these websites or services, such as contact and location data. Please check these policies before you submit any personal data to these websites or use these services.

### **Access to Information**

The Data Protection Act 1998 gives you the right to access information held about you. Your right of access can be exercised in accordance with that Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information We hold about you.

If any of your personal details change, please update them by contacting us via email at enquiries@morsonfm.co.uk. If you believe that any other information that we hold about you is incorrect, please tell us by emailing us at enquiries@morsonfm.co.uk and where we agree, we will update the information within a reasonable time following receipt of your email.

### **Changes to Privacy Policy**

Any changes We may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail OR when you next start the App or log onto one of the Services Sites. The new terms may be displayed on-screen and you may be required to read and accept them to continue your use of the App or the Services.

### **Contact**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to P&R Morson (FM) Limited, Laborem Place, Coombswood Way, Halesowen, West Midlands. B62 8BH OR enquiries@morsonfm.co.uk.