

Introduction

The General Data Protection Regulation (GDPR) represents a change in the law relating to Personal Data and replaces existing data protection laws.

The GDPR came into effect on May 2018 and its aim is to increase transparency in relation to the way in which personal data is collected, stored and used. GDPR will give individuals more control of how their personal information is used.

N.P.D. Megafirm Ltd (hereinafter referred as `NPD`, `we`, `us` or `our`) is committed to respecting and protecting your privacy and maintaining the confidentiality and security of your personal information and data collected from time to time in accordance with this privacy policy and in compliance with the relevant Data Protection Regulation and Laws.

Who we are

NPD is a Cyprus based company providing Mechanical Contracting Services.

How do we collect Personal Data?

We collect personal data which are received from our clients via email, telephone or any other means of communication with the client.

Information that we collect

We collect the following personal data:

- First and last name
- Telephone Number
- Home Address
- Email Address

Lawful reasons for collecting, processing and disclosing personal data

NPD processes your personal information to meet our contractual obligations and continue providing you with our services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than already specified in this notice.

In accordance with GDPR we may rely on the following lawful reasons when we collect and process personal data to operate our business.

- Contract: We request and process your data to establish a co-operation with us.
- Consent: We rely on your freely given consent at the time you provide your personal data to us to establish co-operation with us. You have the right to withdraw consent at any time. However, any processing of personal data will not be affected prior to the receipt of the withdrawal.

Legitimate Interests: We rely on the legitimate interests based on the evaluation that the processing of your personal data is private, reasonable and sensible. A legitimate interest translates to when there is a business reason to use our client's information.

How we use your Personal data and how it is stored

NPD takes your privacy very seriously and your Personal data is kept confidential. However, in order to be able to provide our services to our clients, and depending on the nature of such services we may share any information about you:

if required by law, including but not limited to:

1. Courts or tribunals;
2. Governmental and quasi-governmental authorities;
3. Any revenue service or tax authority

To any of the following, as applicable:

1. Your architect, civil engineers, quantity surveyors, advisors, agents, intermediaries or any other person or entity you tell us about, based on our communications or contracts;
2. Our delegates, other related/affiliated companies or other persons or entities assisting us in the performance of the services we provide you or directly related to the performance of the services we provide you, including but not limited to architects, civil engineers, quantity surveyors, building contractors.

When we share any information, as referred above, we ensure that any disclosure we make is compliant with GDPR.

Personal data is recorded on paper and IT systems.

The purposes and reasons for processing your personal data are detailed below: –

- To ensure that we comply with our Regulatory Requirements when providing a service.
- As part of our legal obligation for business purposes and for the due performance of the services we offer you

To deal with any complaints or feedback you may have

What are your rights under GDPR?

GDPR gives you certain rights regarding the personal data we collect, process or disclose and that is related to you, including the:

- Right to access your personal data
- Right to correct and rectify personal data concerning you
- Right to erase personal data concerning you

- Right to receive the personal data provided by you in a structured, commonly used and machine-readable format and to transmit those Personal Data to another data controller
- Right in some cases to object to the use of your personal data
- Right in some cases to restrict the processing of your personal data
- Right to withdraw the consent given to us regarding the processing of your personal data at any time.

You can request the information we hold about you and exercise any of your above rights by sending an email at info@npdmegafirm.com

The above rights are subject to certain limitations and we may be entitled, subject to any applicable laws from time to time, to refuse requests where exceptions apply.

We might request for specific information from you to confirm your identity and ensure your right to access the information or to exercise any of your rights. This is to ensure that your data is protected and kept secure.

How Long We Keep Your Data

NPD only retains personal information for as long as is necessary, based on the applicable laws, depending on the category of your data and the purpose for collecting it, and we have strict review and retention policies in place to meet these obligations.

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to NPD. However, as this information is required for us to provide you with our service, we will not be able to offer our services without it.

Changes to our policy

We may change our privacy policy from time to time, so as to reflect our current privacy practices and applicable laws. Anytime there is a change to our privacy policy, we will revise the updated date at the bottom of this page. We suggest you periodically review this privacy policy that can be found on our website <http://www.npdmegafirm.com> to keep informed on how we protect your personal data.

Marketing Information

We may use your information for marketing purposes. If you object to receive any marketing emails from us at any time, please contact us at info@npdmegafirm.com

Lodging a Complaint

NPD only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority. See contact details below:

Commissioner for Personal Data Protection

1 Iasonos str., 1082 Nicosia

P.O.Box 23378, 1682 Nicosia

Tel: +357 22818456

Fax: +357 22304565

Email: commissioner@dataprotection.gov.cy

For more information about the GDPR, you can visit the Information Commissioner's Office website at www.dataprotection.gov.cy

The Information Commissioner's Office is the independent organisation that upholds information rights in the public interest.

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