



# MERCi

## Privacy Policy

We know that privacy is important to you. You don't want your personal details available to other people. And you certainly don't want anyone else knowing your information.

When you supply any personal information to MERCi (for example to apply for membership, or if you have a query and contact us) we have legal obligations towards you in the way we deal with that data.

We strive to keep details that are accurate and up to date. Our procedures ensure that we will correct any inaccurate or incomplete information as quickly as possible.

With regard to the address and contact details of MERCi members, this data will not be released to any third parties. These addresses are for the use of MERCi and other related organisations and not for commercial or related activities use. These address and contact details may be used to provide information and updates that relate to the work of MERCi.

Our procedures and security controls limit employee access to customer information. The only employees who can see your details do so for business reasons. Everyone who works for us knows just how important it is to maintain confidentiality at all times.

We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998.