



PRIVACY NOTICE

1. Who We Are

MegaLogics Limited (“MegaLogics”, “we”, “us”, “our”) is the controller of the personal data described in this notice.

Registered in England and Wales (Company No: **07170300**)

Registered address:

The Old Orchard

3 Mayfield Road

Weybridge

Surrey

KT13 8XD

Email: privacy@megalogics.com

2. What Personal Data We Collect

We may collect and process the following types of personal data:

- Name and job title
- Business contact details (email address, phone number, company)
- Enquiry and correspondence details
- Contract and project information
- Billing and payment details
- Website usage data (including analytics and cookies)
- Any other information you choose to provide

3. How We Collect Personal Data

We collect personal data:

- Directly from you (e.g. via enquiries or contracts)

- From your employer or organisation
 - Through our website
 - From service providers and publicly available sources where lawful
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4. How We Use Personal Data

We use personal data to:

- Respond to enquiries
 - Provide and manage our services
 - Manage client relationships
 - Administer our business operations
 - Maintain records for legal and regulatory purposes
 - Improve our website and services
 - Protect our systems and data
 - Establish, exercise or defend legal claims
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5. Lawful Bases for Processing

We rely on the following lawful bases under UK GDPR:

- **Contract** – to deliver services or take steps prior to entering a contract
- **Legal obligation** – to comply with legal, accounting, and regulatory requirements
- **Legitimate interests** – for business administration, service delivery, security, and business development
- **Consent** – where required (e.g. for certain marketing activities)

Where we rely on legitimate interests, we ensure these are balanced against your rights and interests.



6. Provision of Data

Providing certain personal data is a requirement to enter into or perform a contract with us. If you do not provide this information, we may be unable to provide our services to you.

7. Sharing of Personal Data

We may share personal data with:

- Clients and business partners where necessary for service delivery
- Suppliers and service providers (including IT, hosting, and support services)
- Microsoft 365 services, including security and compliance tools such as Microsoft Purview
- Professional advisers (legal, financial, insurance)
- Payment providers
- Regulators or authorities where required by law

*Where third parties process personal data on our behalf, they act as **data processors** and are subject to appropriate contractual safeguards.*

8. International Data Transfers

Some of our service providers may process personal data outside the UK.

Where this occurs, we ensure appropriate safeguards are in place, such as:

- UK International Data Transfer Agreements (IDTAs)
 - Standard Contractual Clauses (SCCs)
 - Transfers to countries with adequacy decisions
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9. Data Retention

We retain personal data only for as long as necessary for the purposes outlined in this notice, including:



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- **Enquiries:** 12 months after the matter is closed
 - **Contract and Billing Data:** 6 years to satisfy HMRC and legal requirements.
 - **Marketing Records:** Until you opt-out or withdraw consent.
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10. Your Rights

Under UK GDPR, you have rights including access, rectification, erasure, restriction of processing, objection, and data portability.

To exercise these, please contact us at privacy@megalogics.com.

11. Marketing Communications

You can opt out of marketing at any time by clicking the unsubscribe link in our emails or by contacting us directly.

We rely on legitimate interests for B2B marketing activities.

12. Cookies and Website Analytics

Our website may use cookies and analytics tools to:

- Understand how visitors use the site
- Improve functionality and performance

Where required, we will obtain your consent before using non-essential cookies.

13. Security of Personal Data

We implement appropriate technical and organisational measures to protect personal data, including:

- Microsoft 365 security controls
 - Microsoft Purview compliance and governance capabilities
 - Encryption and secure data storage
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- Access controls and authentication
 - Audit logging and monitoring
 - Data loss prevention (DLP) and retention controls
 - We follow recognised security and compliance frameworks appropriate to our business and services.
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14. Complaints

If you are unhappy with how we handle your personal data, you have the right to complain to the “Information Commissioner’s Office” (ICO):

Website: <https://www.ico.org.uk>

Telephone: 0303 123 1113

15. Changes to This Notice

We may update this Privacy Notice from time to time. The latest version will always be available on our website.

16. Contact

For any privacy-related queries, please contact:

Email: privacy@megalogics.com