**Customer Privacy Statement**

We currently collect and process the following information from our customers:

* Personal names, addresses, email addresses and contact telephone numbers

Most of the personal information we process is provided to us directly by you, or with your consent by the School or other educational institution attended by children or other peoiple for whom you are responsible, for one of the following reasons:

* So that we can dispatch textbooks and other educational materials to your home address;
* For the supply of electronic product.

This information is shared with no other organisation, and with no individuals outside MIE, MIL and MIC and relevant professional advisers.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@malloryinternational.ie

(b) We have a contractual obligation.

Your information is securely stored in restricted folders on our main data server.

We keep the information as specified above for a year, except where it is included in a document (an invoice for example) which we are required by law to keep for longer. We will then dispose your information by deleting the records.

**Your data protection rights**

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info”malloryinternational.ie if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at info@malloryinternational.ie.

You can also complain to the information commissioners in either ireland or the UK if you are unhappy with how we have used your data.

Information Commissioner’s Office

Wycliffe House

Water Lane, Wilmslow

Cheshire SK9 5AF

Helpline number: +44 303 123 1113

Office of the Information Commissioner  
6 Earlsfort Terrace, Dublin 2, D02 W773.

Phone: +353-1-639 5689

Email: info@oic.ie