

# Mars Power Group - Suppliers & Sub-Contractors Privacy Notice



## Introduction

Mars Power Limited ("we," "us," "our") is committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use, and protect personal data related to our suppliers and sub-contractors. It also outlines your rights concerning your personal data. This notice is provided in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## 1. Data Controller

Mars Power Limited is the Data Controller responsible for the processing of your personal data. Our contact details are:

**Company Name:** Mars Power Limited

**Registered Office Address:** Omega House, 112 Main Road, Sidcup, Kent, England, DA14 6NE

**Company Registration Number:** 12366621

**Contact Email:** data@marscm.com

## 2. Personal Data We Collect

We may collect and process the following categories of personal data about you as a supplier or sub-contractor:

- **Contact Information:** Name, business address, email address, phone number.
- **Business Information:** Company name, registration number, VAT number, bank details, and other relevant business-related information.
- **Contractual Information:** Details of contracts, purchase orders, and other agreements between you and Mars Power Limited.
- **Financial Information:** Payment details, invoices, and transaction records.
- **Communication Data:** Records of communications between you and Mars Power Limited, including emails, phone calls, and meeting notes.
- **Compliance Data:** Certifications, qualifications, and records of compliance with legal or regulatory requirements.

## 3. How We Collect Your Data

We collect personal data directly from you in the following ways:

- When you provide us with your contact details and business information during initial discussions or via email, phone, or meetings.
- When you enter into a contract or agreement with us for the supply of goods or services.
- When you submit invoices or payment details to us.
- When you provide updates or changes to your contact or business information.

We may also collect personal data from publicly available sources or third-party references where necessary for due diligence and compliance purposes.

## 4. How We Use Your Personal Data

We process your personal data for the following purposes:

- **Contract Management:** To manage our business relationship, including the negotiation, execution, and performance of contracts.
- **Communication:** To contact you regarding ongoing projects, orders, or any issues related to the services or goods you provide.
- **Payment Processing:** To process payments for goods and services provided, and to manage our financial accounts.
- **Compliance:** To ensure compliance with legal, regulatory, and contractual obligations, including tax reporting and industry standards.
- **Record Keeping:** To maintain accurate records of our transactions, communications, and business activities.

## 5. Legal Basis for Processing

Under UK GDPR, we rely on the following legal bases for processing your personal data:

- **Contractual Necessity:** Processing your data is necessary for the performance of a contract or to take steps to enter into a contract with you.
- **Legal Obligation:** We process your data to comply with legal and regulatory requirements, such as tax reporting and financial auditing.
- **Legitimate Interests:** We process your data to manage our business relationships, maintain records, and ensure the efficient operation of our business. We have assessed that our legitimate interests do not override your rights and freedoms.

## 6. Data Sharing and Disclosure

We may share your personal data with the following parties:

- **Internal Personnel:** Our employees and contractors who need access to your data to perform their duties.
- **Service Providers:** Third-party service providers who assist us with accounting, payment processing, IT services, or legal and regulatory compliance.
- **Government Authorities:** Regulatory or tax authorities when required by law.
- **Professional Advisors:** Accountants, auditors, and legal advisors as necessary for compliance and contract management.

We do not sell or share your personal data with third parties for marketing purposes.

## 7. Data Retention

We will retain your personal data for as long as necessary to fulfil the purposes for which it was collected and to comply with legal, regulatory, and contractual requirements. This may include retaining data after the termination of our business relationship, as required for tax, audit, or legal purposes.

## 8. Data Security

We take the security of your personal data seriously and implement appropriate technical and organisational measures to protect it from unauthorised access, loss, or damage. This includes encryption, secure storage, access controls, and regular security assessments.

## 9. Your Data Protection Rights

Under UK GDPR, you have the following rights regarding your personal data:

- **Right to Access:** You have the right to request access to the personal data we hold about you and to receive a copy.
- **Right to Rectification:** You have the right to request the correction of inaccurate or incomplete data.
- **Right to Erasure:** You have the right to request the deletion of your data in certain circumstances, such as when it is no longer needed for the purposes for which it was collected.
- **Right to Restrict Processing:** You have the right to request that we limit the processing of your data in certain circumstances.
- **Right to Object:** You have the right to object to the processing of your data based on legitimate interests or for direct marketing purposes.
- **Right to Data Portability:** You have the right to request that your data be transferred to another organisation in a structured, commonly used format.
- **Right to Withdraw Consent:** If we rely on your consent to process your data, you have the right to withdraw it at any time.

To exercise any of these rights, please contact us using the details provided above. We will respond to your request within one month, as required by law.

## 10. Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our practices, legal requirements, or for other operational reasons. We will notify you of any significant changes and provide the updated notice on our website or through direct communication.

## 11. Contact Us

If you have any questions or concerns about this Privacy Notice or how we handle your personal data, please contact:

**Data Protection Officer**

Mars Power Limited

Onega House, 112 Main Road, Sidcup, Kent, England, DA14 6NE

[data@marscm.com](mailto:data@marscm.com)

If you are not satisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

**Information Commissioner's Office (ICO)**

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

Phone: 0303 123 1113