



DANMON GROUP
SYSTEMS

Customer Data Protection Privacy Policy

Last updated: 25 March 2026

Who is responsible for processing your data?

Danmon Group UK Ltd

Company House No: 02869586

Registered office: 23, Horseshoe Park, Pangbourne, Reading RG8 7JW

E-mail: info@danmon.com

Telephone: +44 (0)1462 485 444

Data Protection Officer (DPO) details: Email info@danmon.co.uk

Tel +44 (0)1462 485444

For what purpose do we process your personal data?

At Danmon Group UK Ltd, depending on the category of interested party, we process the information you provide us for the following purposes:

Potential Clients: Manage the potential business and/or professional relationship, manage the sending of requested information and/or resolve queries raised, provide offers of our services and/or products of interest to you.

Clients: To manage the commercial and/or professional relationship, and to provide offers of our services and/or products that may be of interest to you.

Suppliers: Manage the commercial and/or professional relationship.

Candidates: Manage the personnel selection process.

Web Users: Manage the analysis of your browsing data in accordance with our Cookie Policy.

The data we request is adequate, relevant and strictly necessary. You are under no obligation to provide it, but failure to do so may affect our ability to provide the requested service.



What is the legal basis for processing your data?

The legal basis for processing your personal data, depending on the category of data subject, may be:

Potential Clients:

- Art. 6.1.b UK GDPR: application, at the request of the interested party, of pre-contractual measures (quotes, engagement letters, service offers...).
- Art. 6.1.f UK GDPR: Legitimate interest (sending requested information, responding to queries raised).
- Art. 6.1.a UK GDPR: consent of the data subject (to provide offers of our services and/or products).

Clients: Art. 6.1.b UK GDPR: performance of a contract to which the data subject is a party.

Suppliers: Art. 6.1.b UK GDPR: performance of a contract to which the data subject is a party.

Candidates: Art. 6.1.a UK GDPR: consent of the data subject.

Web Users: Art. 6.1.a UK GDPR: consent of the data subject.

The data we request is adequate, relevant and strictly necessary and you are under no obligation to provide it, but failure to communicate it may affect the purpose of the service or make it impossible to provide.

How long will we keep your personal data?

We retain personal data only for as long as necessary for the purposes for which it was collected, subject to any legal or regulatory obligations requiring longer retention. Our standard retention periods are:

Client and supplier contact data: for the duration of the relationship and for six years thereafter, in accordance with the Limitation Act 1980.



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Financial and contractual records: six years from the end of the relevant financial year, in accordance with HMRC requirements.

Candidate data: twelve months from the date of application where the candidate is unsuccessful, after which it will be securely deleted unless the candidate has consented to longer retention.

Website and cookie data: as defined in our Cookie Policy.

Sharing your Data

Danmon Group UK Ltd will not share your data with any third party unless you are expressly informed. Danmon Group UK Ltd do not sell or rent your data.

We share personal data with:

- Service providers and processors acting on our instructions, including payment processors, couriers, IT hosting and support providers, marketing platforms, and review platforms such as Trustpilot where you have opted in. This includes Microsoft 365 and associated tools, which we use to manage client, supplier, and stakeholder data securely.
- Manufacturers/repair partners to fulfil warranties/repairs.
- Finance and credit partners, and fraud prevention agencies for credit and anti-fraud checks (where relevant).
- Professional advisers.
- Authorities where required (e.g. auditors, HMRC, law enforcement).

We require processors to protect your data and not to use it for their own purposes

Third-party links

Our websites may contain links to third-party sites. Their privacy notices apply to their processing; we are not responsible for their practices.

International data transfers

Where Danmon transfers personal data outside the UK, including through the use of cloud-based services, we ensure appropriate safeguards are in place. These may include the UK International Data Transfer Agreement (IDTA), the UK Addendum to the EU Standard Contractual Clauses, and/or transfers to countries recognised as providing adequate



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protection by the UK Government. Where required, we carry out transfer risk assessments to ensure personal data remains protected.

What are your rights when you provide us with your data?

The data protection rights that interested parties may exercise, where applicable, are:

- Right to request access to personal data relating to the interested party.
- Right of rectification or erasure.
- Right to object.
- Right to request the limitation of your treatment.
- Right to data portability.
- Right not to be subject to decisions based solely on automated processing of data.

Holders of the personal data obtained may exercise their personal data protection rights by sending a written communication to the registered office of Danmon Group UK Ltd or email: info@danmon.co.uk

How to contact us and how to complain

If you have questions about this notice or how we handle your data, please contact our DPO at info@danmon.co.uk or write to Data Protection Officer, Danmon Group UK Ltd, 23 Horseshoe Park, Pangbourne, Reading RG8 7JW

You also have the right to complain to the UK Information Commissioner's Office (ICO). Up-to-date contact details are available on the ICO website.

Security and updating of your personal data

We have adopted appropriate technical and organisational measures to protect your personal data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure, or access. While we take all reasonable steps to protect your data, absolute security cannot be guaranteed.

Please inform us promptly of any changes to your personal data so that our records remain accurate.



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Confidentiality

Your data will be treated with the utmost care and confidentiality by all personnel involved in its processing. We will not transfer or disclose your data to any third party except where legally required or where you have expressly authorised us to do so.

Changes to this notice

Danmon keep this notice under regular review and will post any updates here with a new "Last updated" date.