MEG OFFSHORE Ltd

P: Unit 6 Enterprise House, Ashby Road, Coalville LE67 3LA

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Privacy Policy

DOCUMENT	VERSION	ISSUE DATE	OWNER
MEG POL-PRI	1.0	01.10.2026	MEG Offshore Ltd

WHO WE ARE

MEG Offshore Ltd ("MEG", "we", "us") is the controller of personal data collected through www.megoffshore.com. We are a company registered in England and Wales (company no. 17489113) at Unit 6 Enterprise House, Ashby Road, Coalville LE67 3LA.

This policy explains what personal data we collect when you visit our website or contact us, why we use it, and the rights you have under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It does not cover the data we hold about our own employees, which is covered by a separate staff privacy notice.

INFORMATION WE COLLECT

We collect only the information needed to run the website and respond to you.

Category	Examples	Source
Contact details	Name, job title, company, email address, phone number	You, via contact forms or email
Enquiry content	The message you send us and any attachments	You
Recruitment data	CV, work history, qualifications, certifications, right-to-work details	You, when applying for a role
Supplier and partner data	Business contact details, due-diligence information	You or your organisation
Technical data	IP address, browser type, device, pages visited, time on site	Collected automatically via cookies and server logs
Whistleblowing reports	Details you choose to provide when reporting a concern	You, via compliance@megoffshore.com

We do not knowingly collect special category data (such as health or ethnicity) through the website. Please do not include it in an enquiry unless it is needed, for example to arrange reasonable adjustments in recruitment.

HOW AND WHY WE USE YOUR INFORMATION

We use your data only for the purposes below, each with a lawful basis under Article 6 of the UK GDPR.

Purpose	Lawful basis
Responding to enquiries and requests for quotes	Legitimate interests (running our business); steps before entering a contract
Providing services to clients and managing contracts	Performance of a contract
Assessing job applications	Steps before entering a contract; legitimate interests
Supplier due diligence, sanctions & anti-money-laundering checks	Legal obligation; legitimate interests
Investigating whistleblowing and compliance reports	Legal obligation; legitimate interests
Operating, securing and improving the website	Legitimate interests
Analytics and non-essential cookies	Consent
Sending business updates you have asked for	Consent (you can withdraw at any time)

We do not sell your data, and we do not make decisions about you based solely on automated processing.

COOKIES AND ANALYTICS

We set only strictly necessary cookies without asking, all others need your consent through our cookie banner, in line with the Privacy and Electronic Communications Regulations (PECR).

- **Strictly necessary** — keep the site working and secure, and remember your cookie choice.
- **Analytics** — tell us how visitors use the site so we can improve it (for example, Google Analytics). Set only if you accept.

You can change your choice at any time via the cookie settings link in the website footer, or by clearing cookies in your browser.

SHARING YOUR INFORMATION

Access to personal data is limited to authorised MEG staff with a business need. We share it outside MEG only where needed:

- **Service providers** acting for us, such as website hosting, IT, email and analytics providers, under contracts that require them to protect your data.

- **Clients and project partners**, where you work on a project with us and your details are needed to deliver it (for example, offshore site access and certification checks).
- **Professional advisers**, such as lawyers, accountants and insurers.
- **Authorities and regulators**, where the law requires it or to protect our legal rights.
- **A buyer or successor**, if all or part of our business is sold or restructured.

TRANSFERS, RETENTION AND SECURITY

INTERNATIONAL TRANSFERS

Some of our service providers may process data outside the UK. Where they do, we rely on a UK adequacy decision or use safeguards such as the UK International Data Transfer Agreement or the UK Addendum to the EU Standard Contractual Clauses.

HOW LONG WE KEEP IT

We keep data only as long as needed, in line with our Personal Data Retention Policy:

Data	Typical retention
General enquiries	2 years from last contact
Client and supplier records	6 years after the relationship ends (tax and contract law)
Unsuccessful job applications	6 months after the role is filled, unless you agree to longer
Whistleblowing reports	As long as needed to investigate and resolve, then up to 6 years
Analytics data	Up to 14 months

SECURITY

We use technical and organisational measures to protect your data, including access controls, secure passwords, encryption in transit and staff training. If a breach is likely to put you at risk, we will tell you and the Information Commissioner's Office (ICO) as the law requires.

YOUR RIGHTS

You can exercise any of these rights free of charge by contacting us (section 8); we will respond within one month.

- **Access** — get a copy of the data we hold about you.
- **Rectification** — have inaccurate data corrected.
- **Erasure** — have your data deleted where there is no reason to keep it.

- **Restriction** — ask us to limit how we use your data.
- **Objection** — object to processing based on legitimate interests, and to direct marketing at any time.
- **Portability** — receive your data in a reusable format.
- **Withdraw consent** — where we rely on consent, withdraw it at any time.

If you are unhappy with how we handle your data, please contact us first. You also have the right to complain to the ICO at www.ico.org.uk or on 0303 123 1113.

OTHER INFORMATION AND CONTACT US

CHILDREN

Our website is intended for businesses and adults. We do not knowingly collect data from anyone under 18.

THIRD-PARTY LINKS

Our site may link to other websites, including social media. We are not responsible for their privacy practices, so please read their policies.

CHANGES TO THIS POLICY

We may update this policy from time to time. The latest version will always be on this page, with the issue date shown at the top.

CONTACT US

For any privacy question or to exercise your rights:

- Email: compliance@megoffshore.com
- Post: Data Protection, MEG Offshore Ltd, Unit 6 Enterprise House, Ashby Road, Coalville LE67