

## **Our Commitment to Privacy**

Your privacy is important to GM International Services Limited (“GMI”). This privacy statement discloses our information gathering and dissemination practices for this web site and serves to ensure that you are fully informed about the information which we may collect about you, the manner in which we collect, use and store the information, and your rights at law in regard to such information.

GMI is registered with the Data Protection Commissioner as a Data Controller. This Privacy Statement is compliant with the Data Protection Act (Chapter 440 of the Laws of Malta).

## **Data Policy**

Any personal information you provide on this website is controlled by GMI.

### **Your Personal Information**

Occasionally you will be asked to submit personal information about yourself (e.g. name, e-mail address) in order to receive or use services on our website. Such services may include details of events, newsletters, publications or advice.

By entering your details in the fields requested and pressing “Register” you are consenting to the processing of your information by GMI and its agents, in accordance with this data policy. You may also provide personal information to use when you contact us by e-mail, telephone or letter. Whenever you provide this personal information, we shall treat that information in accordance with this policy. Our services are designed to give you the information you have requested. GMI will, at all times, act in accordance with current legislation and aim to meet current internet best practice.

## **Use and Storage of your Personal Information**

When you supply any personal information to us, we have legal obligations in the way we deal with that information. We must collect the information fairly. That is, we must explain how we will use it. This Data Policy explains how we will use your personal information.

- We will use personal information provided by you or gathered by GMI for the following purposes:
- To process and respond to requests, enquiries and complaints received by you.
- To provide services requested by you.
- To communicate with you about services provided to you.
- To update our records.
  
- To analyse trends and profiles.
- For audit purposes.
- To carry out customer satisfaction research.
- To prevent or detect fraud.
- To recommend products and services we believe will be of interest to you.

- To enable third parties to carry out any of the purposes set out above on our behalf.

If you are notified that your personal information may be used to allow GMI to contact you for “service administration purposes”, this means that GMI may contact you for a number of purposes related to the service for which you have signed up. For example, we may wish to provide you with password reminders, or notify you that the particular service has been suspended or changed.

We will not contact you for promotional purposes unless you specifically agree at the time you register your information on the site, or at a later time, if you sign up specifically to receive such promotional information.

GMI strives to protect the security of any data provided by you or gathered by GMI about you, and will update it from time to time in order to ensure that it is always up-to-date in accordance with its legal obligations.

We will hold your personal information on our systems for as long as is necessary for the purposes set out and we will remove it when the purposes have been met, unless you agree to future communications with us.

#### The Information we collect

On some pages, you can register to receive materials. The types of personal information collected at these pages are:

Your Name

Your Company's Name

Your Email address

How to contact us

If you have other questions, would like to see the information we hold about you, or would like to be removed from any of our mailing lists, please contact our Marketing department.