



General Data Protection Regulation (GDPR) Privacy Statement

Introduction

This GDPR Privacy Statement explains how we collect, use, store, and protect personal data in compliance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”). We are committed to safeguarding the privacy and rights of individuals whose personal data we process.

Data Controller

Complete M&E Services (CMES) LTD acts as the data controller responsible for your personal data.

Contact details:

3 Chatham Street, Halifax. HX1 5BU

Admin@complete-services.co.uk

01422 416600

Personal Data We Collect

We may collect and process the following categories of personal data:

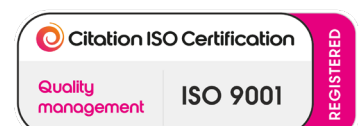
- Identification data (e.g., name, date of birth)
- Contact information (e.g., email address, phone number)
- Technical data (e.g., IP address, browser type)
- Usage data (e.g., interactions with our website or services)
- Any other information you voluntarily provide

Legal Basis for Processing

We process personal data only when we have a lawful basis, including:

- Your consent
- Performance of a contract
- Compliance with legal obligations
- Legitimate interests, provided your rights do not override these interests

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How We Use Your Data

We use personal data for the following purposes:

- To provide and maintain our services
- To communicate with you
- To improve our products and services
- To comply with legal and regulatory obligations
- For security and fraud prevention

Data Sharing and Transfers

We may share personal data with:

- Service providers and partners who support our operations
- Regulatory authorities when required by law

If data is transferred outside the UK or European Economic Area (EEA), we ensure appropriate safeguards are in place.

Data Retention

We retain personal data only for as long as necessary to fulfill the purposes for which it was collected, including legal, accounting, or reporting requirements.

Your Rights

Under GDPR, you have the right to:

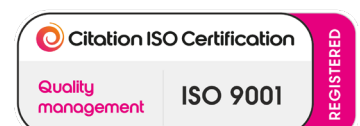
- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data
- Restrict or object to processing
- Request data portability
- Withdraw consent at any time

To exercise your rights, please contact us using the details above.

Data Security

We implement appropriate technical and organizational measures to protect personal data against unauthorized access, loss, or misuse.

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Changes to This Statement

We may update this GDPR Privacy Statement from time to time. Any changes will be posted with an updated revision date.

Contact Us

If you have any questions about this Privacy Statement or how your data is handled, please contact us at: Admin@complete-services.co.uk

Approved by: Steve Whiteley

Managing Director

Complete M&E Services (CMES) LTD

Review Date: 03/03/2026

Version: 1.0

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