



## Privacy Statement and Policy

**Effective Date: 23rd October 2023**

At Montage Mediation Ltd., we are committed to protecting your privacy and ensuring the security of your personal information. This Privacy Statement and Policy outlines our practices concerning the collection, use, and disclosure of your personal data. By accessing our services and providing your information to us, you consent to the terms and practices described in this statement. Please read this policy carefully to understand how we handle your information.

### **Collection of Personal Information**

We may collect personal information when you interact with Montage Mediation Ltd. This may include, but is not limited to, your name, contact details, email address,

### **Use of Personal Information**

We collect and use your personal information for the following purposes:

- To provide mediation services and manage your case.
- To communicate with you about your mediation and related matters.
- To improve our services, including customer support.
- To fulfill legal and regulatory requirements.
- To send you important notifications, updates, and promotional materials if you have given us your consent to do so.

### **Disclosure of Personal Information**

We may disclose your personal information to:

- Mediators and other individuals involved in the mediation process.
- Legal or regulatory authorities as required by law.
- Our service providers and partners who assist in the operation of our business.
- Any third party with your prior consent.



## **Security and Data Protection**

We take reasonable measures to safeguard your personal information from unauthorized access and ensure data integrity. However, please be aware that no method of transmission over the internet or electronic storage is completely secure, and we cannot guarantee the absolute security of your data.

## **Retention of Personal Information**

We will retain your personal information for the period necessary to fulfill the purposes outlined in this policy, unless a longer retention period is required by law.

## **Your Rights**

You have the right to access, update, or delete your personal information. If you wish to exercise these rights or have any concerns about your data, please contact us using the information provided below.

## **Cookies and Tracking Technologies**

We may use cookies and similar tracking technologies to enhance your user experience and gather information about how our services are used. You can manage your cookie preferences through your browser settings.

## **Third-Party Links**

Our services may contain links to third-party websites or services. We are not responsible for the privacy practices or content of these websites. Please review their privacy policies when visiting them.

## **Changes to this Policy**

Montage Mediation Ltd. reserves the right to update this Privacy Statement and Policy to reflect changes in our practices or legal requirements. Any modifications will be posted on our website with the updated effective date.

## **Contact Information**

If you have questions or concerns regarding this Privacy Statement and Policy or your personal information, please contact us at:

**Lions Farm, Langham Lane, Boxted, Colchester, Essex CO4 5HY.**



# MONTAGE MEDIATION



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