

# Welcome to Manta's Privacy Notice

This information has been produced to help you understand everything you need to know about the way Manta collects, uses and shares personal data, what your legal rights are and how to exercise them.

We hope you'll take some time to read this document; we've tried to keep it all as simple as possible and avoid jargon and we'll do our best keep you informed if there are any changes to how we process your personal data in the future.

Manta takes its responsibility for protecting your data very seriously, and we advise you to get to know our practices. If there's anything here you don't understand, or if you want to ask any questions, please feel free to contact us.

## Who is the Data Controller?

We are. Manta.

Registered address: Level 9, JBC 3, Cluster Y, Jumeirah Lakes Towers, PO Box 283373, Dubai, United Arab Emirates.

Manta, as an international group of companies, shall remain in compliance with all applicable data protection laws in the regions where it and its affiliates are situated and operating.

In this document, PXGEO may be referred to as "we," "us," or "our."

## What kinds of personal data does Manta process?

Manta collects personal data for various purposes; with that in mind we have created a list of the types of personal data that we may collect, either directly from yourself or from other sources, in order to achieve those purposes.

The kinds of personal data we may collect include:

Customer / Client	Contact details, names, DOB, and next of kin.
Applicant / Temp / Volunteer / Intern	Name, email address, address, telephone number, date of birth, qualifications, experience, employment and skills history, as well as your video in case you conduct your interview using the Video Interview feature.
Sub-Contractor	Name, email address, address, telephone number, date of birth, qualifications, experience, employment and skills history.

## What are the reasons Manta collects personal data?

### Legal Obligations

Manta uses personal data firstly to fulfil any contractual obligations that exist between us and yourself. Where we request personal data be provided to enter into or meet the terms of any such contract, you will be required to provide the relevant personal data, or we will not be able to deliver the goods or services you want. In such cases, the lawful basis of our processing of personal data is that it is necessary for the performance of a contract.



We are required by law to process personal data for purposes relating to our legal obligations, these include:

- To provide for our financial commitments, or to relevant financial authorities
- To comply with regulatory requirements and any self-regulatory schemes
- To carry out required business operations and due diligence
- To cooperate with relevant authorities to report criminal activity or detect and prevent fraud
- To investigate any insurance claims, claims of any kind of harassment or discrimination, or any other claim whereby the organization may have to defend itself

## Legitimate Interests

Manta may process Personal Data for any of the following purposes, which are considered to be within our legitimate business interests:

- To provide goods and services where it has been requested
- To inform people of goods and services we provide or offers that may interest them
- To send notifications on subjects to individuals who have asked to be kept informed

## Special Category Personal Data

Manta may intend to process the following kinds of Special Categories of Personal Data: Data concerning health information,

Where Special Categories of Personal Data are processed, one or more of the following lawful bases shall apply: "Manta has received explicit consent."

## Where does Manta obtain Personal Data from?

We will collect personal data directly from you in various ways. This could include when you complete an online form or provide the data directly to a representative of Manta.

We collect some personal data from publicly accessible sources such as:

- Recruitment process - Workable provides us with the facility to link the data you provide to us with other publicly available information about you that you have published on the Internet – this may include sources such as LinkedIn and other social media profiles

We may also gather personal data by any of the following methods:

- From third-party organizations provided for a specific purpose

## Who will PXGEO share your Personal Data with?

We may have to share your personal data with certain third parties to achieve the above-stated purposes for which we process your personal data.

We shall make all reasonable efforts to ensure that any third party with whom we share your personal data is also compliant with data protection law.



The kinds of third parties we may share your personal data with include:

- Other members of a group of companies to which PXGEO belongs
- Organization where it is necessary to provide goods or services
- Organizations where it is necessary to set up various resources
- Regional and/or local government authorities

## Where will PXGEO store your Personal Data?

In accordance with this privacy notice, we will keep your personal data only for as long as necessary to achieve the purposes for which it was collected.

The following criteria are what determine the period for which we will keep your personal data:

- Until we are no longer required to do so to comply with regulatory requirements or financial obligations
- Until we are no longer required to do so by any law, we are subject to
- Until all purposes for which the data was initially gathered became irrelevant or obsolete
- Until the goods and/or services we have provided are no longer in active use
- Until it has been requested that we no longer process the data and that it be erased, we may opt to restrict the amount of processing being conducted to what is absolutely necessary rather than erase it. In some cases, where there is a remaining relevant or legal reason why we are required to keep this data, we may opt to keep it

## Your rights, our responsibility

There are several rights granted to you immediately upon providing us with your personal information; some of these are mentioned above. We'd like you to know that at PXGEO we take your rights seriously and will always conduct ourselves in a way that is considerate of our responsibility to serve your legal rights.

### The Right of Access

This grants you the right to confirm whether or not your personal data is being processed, and to be provided with relevant details of what those processing operations are and what personal data of yours is being processed.

If you would like access to the personal data we have about you, we ask that you contact us using the details below.

### The Right to Rectification

This one is fairly straight forward; if you notice that the data we have about you is inaccurate or incomplete, you may request we rectify the mistake. We will make every effort to respond to requests of this type immediately.

### The Right to Erasure

Otherwise known as the 'right to be forgotten', this given you the right to request your personal data be deleted.

This is not an absolute right; if you were to request that we erase your personal data, we would erase as much of that data as we could but may have to retain some information if it is necessary.

Were we have received a request for personal data to be erased, if it is necessary for us to retain some of that information we shall ensure that the remaining data is used only when and where it is absolutely necessary.





## The Right to Objection

The right to object is a basic freedom all democracies enjoy. If you wish to object to the way we use, or have used, your personal data you may do so freely.

## The Right to Complain

We will always try to maintain the highest standards and encourage the confidence our customers have in us as an organization. To achieve this, we request that any complaints be first brought to our attention so we can properly investigate matters. If you would like to complain about Manta to a regulatory body, you may do so by contacting your local data protection supervisory authority.

## Manta Contact Details

### Luke Blane

Head of Legal - Governance & Compliance

PXGEO Group

Level 9, JBC 3, Cluster Y, Jumeirah Lakes Towers, PO Box 283373, Dubai, United Arab Emirates.

### Who is the PXGEO Data Protection Officer?

Ametros Group Ltd

Lakeside Offices, Thorn Business Park

Rotherwas Industrial Estate

Hereford Herefordshire England

HR2 6JT

0330 223 2246

[dpo@ametrosgroup.com](mailto:dpo@ametrosgroup.com)

[www.ametrosgroup.com](http://www.ametrosgroup.com)

### Who is the PXGEO UK Representative?

Ametros Group Ltd

Lakeside Offices, Thorn Business Park Rotherwas  
Industrial Estate

Hereford Herefordshire England

HR2 6JT

[gdpr@ametrosgroup.com](mailto:gdpr@ametrosgroup.com)

[www.ametrosgroup.com](http://www.ametrosgroup.com)

### Who is the PXGEO EU Representative?

Ametros Ltd Unit 3D

North Point House

North Point Business Park New Mallow Road

Cork Ireland

[gdpr@ametrosgroup.com](mailto:gdpr@ametrosgroup.com)

[www.ametrosgroup.com](http://www.ametrosgroup.com)

