Privacy Policy

1. IMPORTANT INFORMATION AND WHO WE ARE

We at Mechanical Electrical Systems Inc. know and care about how your personal information is used and shared, as we take your privacy seriously.

This privacy policy aims to give you information on how we collect and process your personal information and what your choices are with respect to that information.

CONTACT DETAILS

If you have any questions or complaints about this Privacy Policy, please contact us at:

E-mail address: mesi@mesindy.com

Telephone number: 1-317-844-7328

Changes to the Privacy Policy and your duty to inform us of changes

We may update this Privacy Policy from time to time. Please check the date at the top of this page to see when this Privacy Policy was last revised. Unless otherwise noted, any changes we make to this Privacy Policy will become effective immediately once posted on this page.

It is important that the personal information we hold about you is accurate and up to date. Please keep us informed if your personal information changes during your relationship with us.

2. THE DATA WE COLLECT ABOUT YOU

Personal information means anything about an individual by which that individual can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal information about you which we have grouped together as follows:

- **Identity Data** includes first name, last name, and job title.
- **Contact Data** includes billing address, delivery address, e-mail address and telephone numbers.
- **Profile Data** includes your username and password, purchases or orders made by you, your interests, preferences, feedback, and survey responses.
- **Marketing Communications Data** includes your preferences in receiving marketing from us.

3. HOW IS YOUR PERSONAL INFORMATION COLLECTED

We use different methods to collect personal information from you and about you including through:

- **Direct Interaction.** You may give us personal information by filling in forms or by corresponding with us by post, phone, e-mail or otherwise. This includes personal information that you provide when you:
    - apply for our products or services.
    - subscribe to our service or publications.
    - request marketing to be sent to you.
    - enter a competition, promotion, or survey.
    - give us some feedback.
- **Third parties or publicly available sources.** We may receive personal information about you from various third parties and public sources as set out below:
- Contact, Financial and Transaction Data from providers of technical, payment and delivery services.
- Identity and Contact Data from data brokers or aggregators.
- Identity and Contact Data from publicly available sources.

4. HOW WE USE YOUR PERSONAL INFORMATION

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to fulfill the contract, we are about to enter into or have entered into with you or the company you represent.
- When you consent to it.
- Where it is necessary for our legitimate interests.
- Where we need to comply with a legal or regulatory obligation.

Here is a list of all the ways that we may use your personal information, and which of the reasons we rely on to do so.

This is also where we tell you what our legitimate interests are. Such interests may include:

- To keep our records updated
- To study how customers use our products/services.
- To manage customer and supplier relationship

Purpose/Activity	**Type of data**	**Lawful basis for processing including basis of legitimate interest**
To register you as a new customer or supplier	1. Identity Data 2. Contact Data	a) Performance of a contract with you or the company you represent b) Necessary for our legitimate interests
To process and deliver your order including: Managing payments, fees, and charges	1. Identity Data 2. Contact Data 3. Profile Data	1. Performance of a contract with you or the company you represent 2. Necessary for our legitimate interests 3. Consent
To manage our relationship with you which will include: 1. Notifying you about changes to our terms or privacy policy 2. Asking you to leave a review or take a survey 3. To receive and respond to your questions about products, services or warranties 4. Asking you to give us your feedback regarding products purchased or services performed 5. Participation in promotions	1. Identity Data 2. Contact Data 3. Profile Data 4. Marketing and Communications Data	1. Performance of a contract with you or the company you represent 2. Necessary to comply with a legal obligation 3. Necessary for our legitimate interests 4. Consent

To enable you to have access to different customer service portals	1. Identity Data 2. Contact Data 3. Profile Data	Necessary for our legitimate interests
To make suggestions and recommendations to you about products or services that may be of interest to you	1. Identity Data 2. Contact Data 3. Marketing and Communications Data 4. Profile Data	Consent

Marketing

We strive to provide you with choices regarding certain personal information uses, particularly around marketing and advertising. We have established the following personal information control mechanisms:

Promotional offers from us

We may use your Identity, Contact, Marketing and Communications Data and Profile Data to form a view of what we think you may want or need, or what may be of interest to you. This is how we decide which products or services may be relevant to you ("marketing").

You will receive marketing communications from us if you have opted-in to receive such communications from us.

Opting out

You can ask us to stop sending you marketing messages at any time by following the unsubscribe links on any marketing message sent to you or by contacting us at mesi@mesindy.com.

Where you opt out of receiving these messages, this will not apply to your personal information provided to us because of a product/service purchase, warranty registration or other transactions.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

5. WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH AND WHERE IT GOES

We may store or transfer your personal information to our affiliated companies around the world. We do this in accordance with the requirements of the law.

We may also share your personal information with third parties and service providers.

We require all third parties and service providers to respect the security of your personal information and to treat it in accordance with the law. We do not allow third parties and service providers to use your personal information for their own purposes and only permit them to process your personal information for specified purposes and in accordance with our instructions. When we transfer your personal information to a third party or service provider based outside of the United States of America, we take steps to ensure your personal information is adequately protected.

6. DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorized way, altered, or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal information breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

7. DATA RETENTION

How long will you use my personal information for?

We will only retain your personal information for as long as necessary to fulfill the purposes we collected it for, including the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

8. YOUR RIGHTS

- Your right to withdraw your consent - Where you have given us your consent to process your personal information, you may withdraw your consent at any time provided that the lawfulness of the processing of your personal information before the withdrawal will not be affected.
- Your right of erasure – you have the right to request us to correct or delete personal information about you that we process which is inaccurate, irrelevant, excessive, out of date, incomplete or misleading.
- Your right of access – you have the right to ask us to confirm whether we hold your personal information and for a record or description of your personal information we process.
- Your right to rectification – you have the right to ask us to rectify your personal information you think is inaccurate. You also have the right to ask us to complete your personal information you think is incomplete.
- Your right to object to processing – you have the right to object to the processing of your personal information in certain circumstances.

Questions about this Privacy Policy

If you have any questions about this Privacy Policy or how we handle your personal information, please contact mesi@mesindy.com