

How does Mo:dus use my data?

We use your personal information to provide and improve our services.

Here are the ways we use it:

- to handle your services.
- to prevent or detect fraud and abuse in order to protect your security.
- to analyse our performance, so we can fix errors and build features to improve usability and effectiveness of our websites, products and our services for you.
- to communicate with you about Mo:dus (e.g., by phone, email).

How do I view and manage my personal data on Mo:dus?

You can access and manage your personal information by clicking on My Account in Mo:dus. For example, you can view your personal details and update them, or upload a profile picture.

How Secure is Information About Me?

We design our systems with your security and privacy in mind.

- We work to protect the security of your information during transmission by using Secure Sockets Layer (SSL) software, which encrypts information you input.
- We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of personal information. Our security procedures mean that we may occasionally request additional documentation before we disclose or change your personal information, for example, your name or your bank account details.
- It is important for you to protect against unauthorised access to your password and to your computers, devices, and applications. Be sure to sign off when you finish using a shared computer. You must never share your username or password.

How long does Mo:dus keep my Data?

We retain your personal information only so long as it is required for purposes for which it was collected, whilst keeping it as up to date as possible and making sure irrelevant or excessive data is deleted or made anonymous as soon as reasonably practicable.

Our aim is to make sure that data is retained in accordance with the periods set out in the Retention Schedule and that data is deleted as soon as reasonably practicable thereafter. We are looking to put into place suitable processes and procedures to achieve this aim.

To perform our contractual obligations and comply with applicable laws, we generally retain your information for the duration of your employment plus a further seven years. Thereafter we will securely destroy your data, including data held by any third party, unless there is an obligation to retain it further. We may keep some specific types of data, (for example tax records, pensions data) for different periods of time, as required by applicable law.