

Addingham IT Ltd - Data Protection Statement

The types of personal data we collect

Your personal data is information which, by itself or together with other information can be used to identify you as an individual. We are a data controller of your personal data. The data we collect may be about you as our customer, our supplier, or supplier to one of our customers. It may include your:

- name
- home or business address
- email address
- telephone number – home, business and/or mobile

How we collect your personal data

We collect almost all of this data directly from you. We might receive your personal data from one of our customers if you are a supplier to our customer and we need to work with you in order to carry out our work for our customer.

Why we collect personal data

We will collect and use your personal data:

- as necessary to perform our contract with you. Eg.
 - to make an appointment
 - to attend at your address in order to perform our contract with you
 - to send you an invoice and if appropriate, contact you regarding your account with us
 - to purchase goods or services from you
- as necessary for our own legitimate business interests. Eg.
 - for efficient management of our business
 - for accounting and auditing purposes
- as necessary to comply with a legal obligation. Eg.
 - to comply with regulatory requirements and related disclosures
 - to establish and defend legal rights and claims
- with your consent. Eg.
 - when you have asked us to contact another person or organisation on your behalf

Where we are relying on your consent to process your data, you can withdraw your consent at any time. You can contact us at info@addinghamit.co.uk

Automated decision-making

The accounts software that we use automatically creates a list of outstanding invoices and will automatically send reminders for invoices which have been outstanding for a given period.

Sharing your personal data

We may share your personal data with:

- our professional advisors, including our auditors
- courts and government bodies, where necessary to comply with legal requirements
- other organisations which may provide services to us, such as back-up and server hosting providers, IT software and security providers, and debt recovery agencies

We will not share your personal data with any person or organisation for marketing purposes.

Is your personal data transferred outside the UK or EEA?

Our use of some cloud or web-based software and services may mean that your personal data is stored on servers outside the UK or EEA. Where this is the case we have done our best to check that suitable safeguards are in place, including the use by the software suppliers of approved contractual terms, such as EU Standard Contractual Clauses to protect EU data.

How long do we keep your data?

We decide how long to keep your personal data based on the following criteria:

- for as long as we provide services to you
- for as long as we have a legitimate business need to keep it, such as managing our relationship with you and managing our business operations
- for as long as you could bring a claim against us
- for as long as we need to keep it in order to comply with legal or regulatory requirements or guidance

Keeping your data safe

Whilst no computer system can be guaranteed to be impenetrable, we take security of your personal data seriously and take precautions to protect it. For example, all our own devices (PC, laptop, mobile phone, etc) have limited access and are encrypted, and have up-to-date firewall and anti-virus software installed. Where appropriate we use long and complicated passwords or multi-factor authentication to protect access to data.

Your rights under data protection law

You have the following rights under data protection law. Please note that they don't apply in all circumstances and that the right to data portability will only apply from May 2018.

- The right to be informed about our processing of your personal data
- The right to have your personal information corrected if it's inaccurate and to have incomplete personal information completed
- The right to object to processing of your personal data
- The right to restrict processing of your personal data
- The right to have your personal data erased (the "right to be forgotten")
- The right to request access to your personal information and to obtain information about how we process it
- The right to move, copy or transfer your personal information ("data portability")
- Rights in relation to automated decision-making which has a legal effect or significantly affects you

You have the right to complain to the Information Commissioner's Office which enforces data protection law. See ico.org.uk

You can contact us about any of the above by emailing info@addinghamit.co.uk