



EC Computers Ltd Privacy Policy

Your Privacy is Important to us

This notice informs you how we use the information you give us and how we protect your privacy. It also explains your rights under the UK Data Protection Act (update 2018) and the EU General Data Protection Regulations 2018. We abide by UK Law and our data protection regulator within the UK is the Information Commissioners Office (details below).

Our licence number is Z6842984, this can be checked on www.ico.org.uk

Your rights regarding your data

- We will not hold your information for any longer than is necessary and as a maximum no longer than 5 years after you have terminated as a client of our firm unless there is a lawful basis for retention
- *You have the right to be informed about the collection and use of their personal data*
- Should your data be inaccurate we will rectify this without delay
- *You have the right to object to the processing of their personal data in certain circumstances.*
- Should you wish us to delete your data at any point, please contact the office as shown further below to make the request. This will be actioned unless there is a lawful basis for us to retain the information in which case you will be advised accordingly
- Should you wish to transfer your data to another organisation, please contact the office as below and we will organise this for you
- You can request access to your data at any time. We will provide you with a full copy within one month of your request
- You can withdraw consent to us holding and processing your information at any time, subject to legal requirements. Please contact the office as below should you wish to do this
- We may provide you with updates and bulletins which are appropriate to our services on an ongoing basis – this will be explained to you if it is applicable. You can opt out of these should you wish to – contact us and advise us if you wish to [consent]
- *You also have the rights having your data used in automated individual decision-making and profiling*

Consent

We are required under the Regulations to obtain your consent to our collection, processing, sharing and holding of your personal data. Please ensure you have read this notice fully and accept all that it contains. If you have any queries, please contact us directly. Please contact us should you not be able to read or understand this notice sufficiently.

Collecting of and purpose for your information

There is an extensive list of reasons to collect and hold your personal data in the pursuance of business and contractual interests, such as payment services, direct debits and card payment options for our clients, plus the setting up of a contract/s and an agreement/s, although not exclusive to this list and as such to provide a service. We may collect and hold personal data such as name, address, contact details and the like; whatever is required to facilitate any agreed business function or is legally required. For Directors, partners and shareholders of our client firms we will be required to check your identity in order with our regulatory requirements.

Your information may be used to introduce you to the services we offer, to help with ongoing administration, to contact you with any review or changes that are applicable, for our own business research and analysis.

Withholding of the required data may result in an insufficient service being provided.

We may obtain data from individual customers or from employer firms.

Sharing your data

We may share your personal data with the following organisations –

- The Financial Conduct Authority with whom we are regulated or other regulated bodies as required
- We may verify your identity by searching publicly available records held by credit reference agencies
- *Clients*, Business partners, suppliers and sub-contractors for the performance of any contract we enter into with *you*

We will not sell or share your information with any other third parties unless we have obtained additional consent from you, *or unless there is a legal requirement to do so, as outlined by the ICO's six legal conditions, known as "Lawfulness of processing conditions"*.

Security

We take data security very seriously and have in place we feel the most secure options available to store and transfer your data securely.

Our contact details

Should you wish to contact us in relation to any issues within this notice, please contact:

Principal Data Protection Contact
EC Computers Ltd
Hortham Farm, Hortham Lane
Almondsbury, Bristol BS32 4JW

You will be responded to as promptly as possible



Your right to complain

Should you wish to make a complaint in relation to data protection issues relating to our firm, you can contact us as above or you can contact the GDPR regulator, the ICO as follows:

The Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

www.ico.org.uk