Komputer Consultancy Services Limited

2.21 Web Privacy Policy

In this Privacy Policy the terms "KCS" "we" or "us" or "the Company" is Komputer Consultancy Services Limited.

Your privacy is important to us and we are committed to keeping your information secure and managing it in accordance with our legal responsibilities under applicable data protection laws. We are registered with the UK Information Commissioner's Office (ICO) as a data controller under registration number Z1123391.

This policy sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

We collect and process the following data

- Details to provide you with IT services for both existing and potential customers
- Registered company address
- Email address
- Telephone numbers
- Your IP address through the placement of cookies
- Location data, which might be gained through your IP address

Purpose

The purpose(s) for which we are collecting and processing your personal data is to contact you about IT services which we do or may provide you or your employer with.

We use your information to provide IT services to you

Often we will be using your information in accordance with your specific consent or instructions: for example, because you have requested or consented to receiving certain information, or entered into a contract with us. The legal basis for processing your personal data for this is consent.

Other uses of your information are made for ordinary and transparent purposes which we think are necessary for our legitimate interests to provide IT services to you.

Recipients

Your personal data will be stored on our IT infrastructure and it will also be shared with our data processors Microsoft.

Retention

We will retain your personal information in accordance with applicable laws. We will take reasonable steps to destroy or anonymise personal information we no longer need to the purposes we have set out above. We will only keep your personal information for as long as we need it for a lawful purpose.

Your rights

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to withdraw consent to the processing of your personal data at any time.

International transfers

Your personal data will not be processed outside the UK and European Economic Area (EEA), or by an international organisation.

Updates

We will keep this Privacy Policy under review and make updates from time to time.

Contact us

You can contact us at

Komputer Consultancy Services Limited
14 Chess Business Park
Moor Road
Chesham
Buckinghamshire HP5 1SD
0330 236 6510
office@kcsltd.co.uk

Complaints

If you consider that your personal data has been misused or mishandled, you may take a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioners' Office
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.