

1st Computer Consultancy – Summary GDPR

The Data Protection ACT our 8 key principles.

As we do process some personal data in line with our Business, we ensure that we consistently act in accordance with the eight key principles set out in the Data Protection Act as below.

1. Personal data must be processed fairly and lawfully

Any enquiry's made to our Company or staff we can provide the name of our business, and details of the purpose for which your information will be used. At any time the individual can gain access and correct the information that we hold about them.

2. Personal data must be processed for specified lawful purposes

We lawfully collect data taken from an enquiry, and process it in direct line with our Business model. In providing Quotations, Selling our Services and future E-Marketing. It maybe passed to our Suppliers and Professional Services for Technical and Sales advise, or to Finacial Houses for Credit Checking.

3. Personal data must be adequate, relevant and not excessive

We collect the minimum amount of information that we need to carry out our Business. This would be Names, Phone Numbers, Email Adresses, Website, Business Sector and where applicable existing Software and related Hardware Products needed to provide Services we provided.

4. Personal data must be accurate and up to date

We aim to hold the most factually and up to date data, based on information given to us initially or by further communications and research. Individuals can easlily rectify this via phone calls or email.

5. Personal data must not be kept for any longer than is necessary

The data we collect will notnecessary be time limited, it can be used on going for customers whose details will be kept for Accounts processing. Both Prospects and Cutomers details will be used for e-marketing relevant Products and services. Should the business no longer feel those details are relevant to the purpose they will be amended/deleted accordingly. We do not tell individuals how long the data is likely to be retained for.

6. Personal data must be processed in accordance with the rights of individuals

As the Data Owners we are fully aware of our responsibilities under the Data Protection Act, and are registered accordingly with the ICO and follow their procedures and protocol.

7. Personal data must be kept secure

Our business ensures full measures are taken to ensure the security of the data. In terms of how it is stored, maintained, and accessed. The devices and Software that is used to provide access. preventing accidental loss, tampering, theft and unlawfull processing. We use the latest techniques and software to ensure all the above.

8. Personal data must not be transferred outside the European Economic Area without adequate protection

The data we hold is kept in the UK only, there maybe instances it is taken out of the EEA. We ensure the country to which it is being transferred has adequate legal protection for individuals and their details.