

GDPR 2018 PRIVACY NOTICE

Introduction

This document refers to personal data, this is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain.

The Data Protection Act (DPA), Privacy and Electronic Communications Regulations (PECR) and The General Data Protection Regulation (GDPR) which is EU wide and far more extensive, seek to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. It should be noted that GDPR does not apply to information already in the public domain such as Companies House data.

Technology Products Solutions Ltd (TPSL) is pleased to provide the following GDPR information:

Who we are

TPSL is an IT company supplying hardware, software, web based solutions, IT maintenance, VoIP phone solutions and printer ink and other consumable sales.

Personal Data

TPSL uses the information collected from you to provide quotations, make telephone contact and to email you information you have requested and also promotional information which TPSL believes may be of interest to you and your business. In you making initial contact you consent to TPSL maintaining a marketing dialogue with you until you either opt out (which you can do at any stage) or we decide to desist in promoting our services. TPSL also acts on behalf of some suppliers in the capacity of data processor. When working as a data processor, TPSL will be acting on the instruction of the product suppliers for products such as VoIP phone solutions, and will work hard to ensure that these suppliers are fully GDPR compliant.

Some personal data may be collected about you from the forms and surveys you complete, from records of our correspondence and phone calls and details of your visits to our website, including but not limited to personally identifying information like Internet Protocol (IP) addresses. TPSL may from time to time use such information to identify its visitors. TPSL may also collect statistics about the behaviour of visitors to its website.

TPSL's website uses cookies, which is a string of information that a website stores onto the visitor's computer. These cookies log the visitor's browser each time they return. WordPress.org uses cookies to help TPSL identify and track visitors and their website access preferences. TPSL website visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using TPSL's website.

Any information TPSL holds about you and your business encompasses all the details we hold about you and any sales transactions including any third-party information we have obtained about you from public sources and our own suppliers such as credit referencing agencies.

TPSL will only collect the information needed so that it can provide you with IT services, this business does not sell or broker your data.

Legal basis for processing any personal data

To meet TPSL's contractual obligations to customers and to respond to sales enquiries.

Legitimate interests pursued by TPSL and/or its clients

To promote the IT and phone services offered by TPSL.

Consent

Through agreeing to this privacy notice you are consenting to TPSL processing your personal data for the purposes outlined. You can withdraw consent at any time by emailing dpo@tpsl.co.uk or by phoning +44 (0) 1423 881888 or writing to us, see last section for full contact details.

Disclosure

TPSL may on occasions pass your Personal Information to third parties exclusively to process work on its behalf. TPSL requires these parties to agree to process this information based on our instructions and requirements consistent with this Privacy Notice and GDPR. TPSL do not broker or pass on information gained from your engagement with the business without your consent. However, TPSL may disclose your Personal Information to meet legal obligations, regulations or valid governmental request. The business may also enforce its Terms and Conditions, including investigating potential violations of its Terms and Conditions to detect, prevent or mitigate fraud or security or technical issues; or to protect against imminent harm to the rights, property or safety of TPSL, its suppliers and/or the wider community.

Retention Policy

TPSL will process personal data during the duration of any contract and will continue to store only the personal data needed for seven years after the contract has expired to meet any legal obligations. After seven years any personal data not needed will be deleted.

Data storage

Data is held in the United Kingdom using an encrypted server. Some data is also stored in the US on OneDrive and Office 365. All data is backed up to Acronis, who is registered within the EU.

Your rights as a data subject

At any point whilst TPSL is in possession of or processing your personal data, all data subjects have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply you have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right not to be subject to the legal effects of automated processing or profiling.

In the event that TPSL refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

TPSL at your request can confirm what information it holds about you and how it is processed

You can request the following information:

- Identity and the contact details of the person or organisation (TPSL) that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of TPSL or a third party such as one of its clients, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (ICO).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

To access what personal data is held, identification will be required

TPSL will accept the following forms of ID when information on your personal data is requested: a copy of your driving licence, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If TPSL is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to dpo@tpsl.co.uk or by phoning +44 (0) 1423 881888 or writing to us at the address further below.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by TPSL or its partners, you have the right to complain to Technology Products Solutions Ltd's managing director. If you do not get a response within 30 days you can complain to the ICO.

The details for each of these contacts are:

Technology Products Solutions Ltd, attention of the Managing Director
3 Hookstone Centre Hookstone Chase Harrogate North Yorkshire HG2 7HW
Telephone +44 (0) 1423 881888 or email dpo@tpsl.co.uk

ICO

Wycliffe House, Water Lane, Wilmslow, SK9 5AF
Telephone +44 (0) 303 123 1113 or email: <https://ico.org.uk/global/contact-us/email/>

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