



PRIVACY STATEMENT – PERRYWELL COMPUTER SYSTEMS LTD

This Privacy Statement sets out how Perrywell Computer Systems Ltd uses and protects any information that you give us. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information then you can be assured that it will only be used in accordance with this Privacy Statement

Perrywell Computer Systems Ltd may change this policy from time to time by updating this page, please check this page regularly to ensure you are up to date with the amendments

PERSONAL DATA WE MAY HOLD

Name
Company Telephone Number\Direct Dial Numbers\Extensions
Company Email Address
Mobile Telephone Numbers (where they have been provided)
User and Systems passwords

HOW WE USE PERSONAL DATA

We require this information to continually keep you updated with the service we provide under contract or can provide, covering areas such as:

Annual Support and\or Hardware Renewals – for Perrywell and on behalf of Third Party Companies
Upgrades available to current versions of Software and Hardware
Issues that we are made aware of with current versions of Software\Hardware
New Products that have become available deemed to be of interest or relevant
Updates on any ongoing technical issues\support calls that are logged
Training courses we offer
Other Services we may offer

SECURITY OF INFORMATION

We take the security of all the data we hold extremely seriously. We have in-place the appropriate security whether this be cybersecurity, physical or managerially to safeguard the information.

WHO HAS ACCESS TO THIS DATA

Dependent upon their role within the company, employees of Perrywell Computer Systems Ltd will have access to areas of data that are applicable. Information will only be passed on to a Third Party, where it is deemed relevant, such as subcontractors and where software\hardware\services have been purchased through us as the Dealer. The exception to this rule is if we are lawfully asked to provide information. Perrywell Computer Systems Ltd will never sell your information to Third Parties

YOUR COMPANY DATA

There are occasions where we may need to take company data for investigative reasons. We will not take this data without appropriate authorisation. The data will be stored on our secure and compliant system and held on to until the issue has been resolved, it will then be deleted from our systems. If there is a requirement that this data needs to be passed on to a Third Party for further investigation we will request permission again before doing so.

Where the company data is related to our Disaster Recovery solution this data is transmitted and stored encrypted, either by hardware, software or both. Our privacy policy applies to this service.

Other Third Party cloud providers used and listed below of which their privacy policies are linked:-

Microsoft

<https://privacy.microsoft.com/en-gb/privacystatement>

Livedrive

<https://www2.livedrive.com/privacy-policy>

Claranet

<http://www.claranet.co.uk/legal/privacy-policy>

YOUR RIGHTS

At any time you are within your rights to contact Perrywell Computer Systems Ltd to ask the personal data that is held, notify us of amendments to your data or request that we no longer contact you and remove any of your personal information from our systems. Email address provided below. Please be aware that company specific data may need to be held for legislative reasons

CONTACT

The Data Controller is Perrywell Computer Systems Ltd, contact Kerry Hill

The Courtyard
Wixford Park
George's Elm Lane
Wixford
Warwickshire
B50 4JS

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