



CyProTek LTD.

Our Privacy Notice

CyProTek Ltd., is registered with Companies House and has its registered office at **20-22 Wenlock Road, London, N1 7GU.**

Our contact is “**Richard Dew**” at the above address or “**richarddew@cyprotek.co.uk**”.

What information do we collect and hold ?

As part of normal business we collect and hold names, addresses, telephone contact numbers, email addresses and website URLs of clients and potential clients.

How do we collect this information ?

The information is collected through personal contact, over the telephone, via email correspondence and from time to time via our website (**www.cyprotek.co.uk**).

What do we do with this information ?

We use the collected information to keep in contact with you so as to provide the services we deliver. We only collect this information in order to provide our business services to you, our clients.

We will never share or pass on any collected information to any third party unless legally obligated to do so on instruction from the authorities.

How do we store this information ?

The information is securely stored in our Customer Relationship Management IT solution.

Your data protection rights

As we need to collect the information in order to provide the business service, this constitutes both a “consent” and “contract” lawful basis for holding the information. Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at **richarddew@cyprotek.co.uk** if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113