

## Policy Overview

Scorpion IT Consultancy is committed to protecting your right to privacy as a user of our websites. It is our policy to respect the privacy of private communication.

The information you provide via our contact form will be held for Scorpion IT Consultancy on servers based in the UK, and, except as explained below, we will not transfer it, or authorise its transfer, outside the UK.

We collect information about our clients in order to grow the business and so that we can enter into commercial arrangements. Scorpion IT Consultancy will always adhere to UK Data Protection Legislation which, from 25 May 2018, includes EU Regulation 2016/679 General Data Protection Regulation (“GDPR”).

We do not hold or use any information that you provide, or which we collect, outside the European Economic Area (“EEA”), nor do we transfer it to, or share it with, others within or outside the EEA (except when we believe in good faith that the law requires it).

This Privacy Policy only relates to the Scorpion IT Consultancy and TheBackupCompany websites and does not extend to your use of the Internet outside of these websites.

## Data we collect

We will collect personal data as provided to us during the contact us form process, which you agree to supply us as accurate.

We do not monitor your use of the Internet, neither do we use cookie technology to monitor your use of our previously stated websites. We may process your personal data in order to grow the business and contact you about your query or request in the form.

## How we use your Data

We only use your personal data to communicate with you. This may include responding to emails or calls from you.

Our processing of your personal data is in our legitimate interests and is necessary to provide the Scorpion IT Consultancy service to you and to continually improve it.

Our use of your personal data is limited to that which is reasonably required in order to provide our service to you and to make improvements to that service which benefit both us and you. We do not use your personal data for any reasons not stated in this Privacy Policy and never use it in an excessive manner that is disproportionate to our aims of providing and improving our service or in a way that is contrary to your interests.

## Cookies and Coding Technology

Scorpion IT Consultancy or TheBackupCompany do not use any cookies on their websites, but we do use technology to track usage of the website.

Coding Technology	What it does
Google Analytics	This code uses Tracking and analytics to monitor the number and geographical locations of visitors to either website. Tracking and analytics contain no personally identifiable data.

## Retention of your Personal Data

The personal data that you provide when using the contact form with Scorpion IT Consultancy or TheBackupCompany is retained until you ask us to delete it. All personally identifying information is deleted immediately on your request.

## Storing and/or Transferring your Personal Data

We only store your personal data in the UK. This means that it will be fully protected under the GDPR.

From time to time Scorpion IT Consultancy may hire Third Party contractors to perform some specialist work or to allow us to perform larger projects over a period of time. At no point would your personal data be shared with Third Party contractors without your knowledge. This would then be with your express permission only.

## Sharing your Personal Data

None of your personal data is shared outside Scorpion IT Consultancy, without your express permission in the task of completing work related to a project in which Scorpion IT Consultancy has been hired to work on.

## Your rights as a Data Subject

The following rights under the GDPR and for which we will always work to uphold:

- The right to be informed about our collection and use of your personal data (as described in this Privacy Policy).
- The right to access your personal data by means of a subject access request (see below).
- The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. You can do this by contacting us.
- The right to erasure (also known as the right to be forgotten). You can exercise this right by contacting.
- The right to restrict or object to our processing of your personal data for particular purposes. For further information, please contact us.
- The right to data portability. This means that you can ask us for a copy of your personal data to re-use with another service or business. Please note, however, that this right applies only if you have provided personal data to us directly, we are using it with your consent or for performance with a contract, and your data is processed using automated means.
- Rights relating to automated decision-making and profiling. We do not, however, use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us.

Privacy Policy – May 2018

Further information about your rights can be obtained from the Information Commissioner's Office. You also have the right to lodge a complaint with the Information Commissioner's Office if you feel that your rights have been breached.

## Accessing your Personal Data

This would be all personal data provided by you during filling in either website's contact form.

If you wish to make a data subject access request, please do so in writing, sent to the email or postal address shown below, clearly marking your correspondence as a subject access request.

We do not normally charge for subject access requests unless they are 'manifestly unfounded or excessive' (e.g. repetitive). We will respond to your subject access request within one month of receiving it. In the unlikely event that your request is particularly complex, a further two months may be required but we will keep you informed if this is the case.

## About us and Contact details

Scorpion IT Consultancy Ltd is a private limited company, registered in England under company number 05541716. VAT registered number is 134 7196 08.

To contact Scorpion IT Consultancy about anything to do with your personal data and data protection, including to make a subject access request, please use the following details and we will respond as soon as possible:

Email: [info@scorpionitc.com](mailto:info@scorpionitc.com)

Telephone: 020 7096 0547

Postal Address: 9 Field Court, 77 Fitzjohns Avenue, London, NW3 6NY.

## Changes to this Policy

We may change our Privacy Policy from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection. Any changes will be added to the website and a dated link included so you can tell if it is newer than previously read.