# **Privacy Policy**

This privacy policy notice is served by Broadband Technology 2000 Ltd, Victory House, 17-19 Marino Way, Finchampstead, RG40 4RF under the website; www.bt2000.co.uk. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information through the business and while you browse or use this website. If you do not agree to the following policy you may wish to cease viewing / using this website, and or refrain from submitting your personal data to us.

Policy key definitions:

"I", "our", "us", or "we" refer to the business, Broadband Technology 2000 Ltd

"you", "the user" refer to the person(s) using this website.

GDPR means General Data Protection Act.

PECR means Privacy & Electronic Communications Regulation.

ICO means Information Commissioner's Office.

Cookies mean small files stored on a users computer or device.

**Key principles of GDPR:** 

Our privacy policy embodies the following key principles; (a) Lawfulness, fairness and transparency, (b) Purpose limitation, (c) Data minimisation, (d) Accuracy, (e) Storage limitation, (f) Integrity and confidence, (g) Accountability.

# Processing of your personal data

Under the GDPR (General Data Protection Regulation) we control and / or process any personal information about you electronically using the following lawful bases.

We are exempt from registration in the ICO Data Protection Register because we are only processing personal data for the core business purposes

**Lawful basis: Consent** 

Where our purpose for processing is: To contact you with relevant updates and news

We process your information in the following ways: send emails Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists. Sharing your information: We do not share your information with third parties **Lawful basis: Contract** 

Where our purpose for processing is: sending quotations and invoicing

We process your information in the following ways: send emails

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. /

**Lawful basis: Legitimate interests** 

Where our purpose for processing is: update and news

Which is necessary because: you have an interest in our products

We process your information in the following ways: emails

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties.

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

### Your individual rights

Under the GDPR your rights are as follows.

the right to be informed

the right of access;

the right to rectification;

the right to erasure;

the right to restrict processing;

the right to data portability;

the right to object; and

the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO <a href="https://ico.org.uk/">https://ico.org.uk/</a> if you feel there is a problem with the way we are handling your data.

We handle subject access requests in accordance with the GDPR.

#### **Internet cookies**

We do not use cookies on this website

## Data security and protection

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.

### Fair & Transparent Privacy Explained

We have provided some further explanations about user privacy and the way we use this website to help promote a transparent and honest user privacy methodology.

### **Email marketing messages & subscription**

Under the GDPR we use the consent lawful basis for anyone subscribing to our newsletter or marketing mailing list. We only collect certain data about you, as detailed in the "Processing of your personal data" above. All email marketing comes direct from Broadband Technology 2000 Ltd

Email marketing messages that we send do not contain tracking beacons / tracked clickable links or similar server technologies.

Any email marketing messages we send are in accordance with the GDPR and the PECR. We provide you with an easy method to withdraw your consent (unsubscribe) or manage your preferences / the information we hold about you at any time.

We hold the following information about you within our CRM system;

**Company Name and address** 

Name

Position, within company

**Email address** 

**Telephone Number**