

Newton Systems Ltd Privacy Policy

Our contact details

Name: George Newton

Address: 304 Station Road, New Waltham, DN36 4QR

Phone Number: 02070960487

E-mail: privacy@newtonsystems.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Nothing via our website
- Company contact information as required for invoicing
- Information relating to any business analysis performed as part of a schedule of work or business assessment.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Engaging in direct contact for b2b purposes.
- Business analysis and consulting activities.

We use the information that you have given us in order to provide our business analysis and software writing services. Your data is further required for normal invoicing.

We will not share this information with any third parties.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting George Newton
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

How we store your personal information

Your information is securely stored and encrypted at 304 Station Road, New Waltham, DN36 4QR.

We keep business contact and invoicing information for the duration of any contract. In addition we will retain any information required by law for a period of seven years unless this conflicts with your rights under GDPR. We will then dispose your information by secure deletion in the case of digital copies or secure shredding of physical copies.

Your data protection rights

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 personal 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 restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal 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 contact@newtonsystems.co.uk or in writing to Privacy, Newton Systems Ltd, 304 Station Road, New Waltham, DN36 4QR if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at privacy@newtonsystems.co.uk.

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

ICO website: <https://www.ico.org.uk>