
JASON GOUGH COMPUTING SERVICES LTD
WEB SITE PRIVACY POLICY

15/5/18

BACKGROUND:

Jason Gough Computing Services Ltd understands that your privacy is important to you and that you care about how your personal data is used. [We] OR [I] respect and value the privacy of everyone who visits this website, www.jg-compservices.com (“[Our] OR [My] Site”) and as described in Parts 5 and 6, below, [we] OR [I] do not collect personal data about you unless you contact [us] OR [me]. Any personal data [we] OR [I] do collect will only be used as permitted by law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of this Privacy Policy [is deemed to occur upon your first use of [Our] OR [My] Site]. If you do not accept and agree with this Privacy Policy, you must stop using [Our] OR [My] Site immediately.

1. Information About [Us] OR [Me]

[Our] OR [My] Site is [owned and] operated by Jason Gough Computing Services Ltd, a Limited Company [registered in England under company number 10478632].

[Registered address: Westmount, Wellington, Telford, Shropshire TF1 1DZ.]

[Main trading address:] OR [Address:] 5, Lutwyche Close, Church Stretton, Shropshire, SY6 6BB.

[VAT number: 728742313.]

[Data Protection Officer: Jason Gough.

Email address: info@jg-compservices.com.

Telephone number: 01694 724752.

Postal Address: . 5, Lutwyche Close, Church Stretton, Shropshire, SY6 6BB.

2. What Does This Policy Cover?

This Privacy Policy applies only to your use of [Our] OR [My] Site. [Our] OR [My] Site may contain links to other websites. Please note that [we] OR [I] have no control over how your data is collected, stored, or used by other websites and [we] OR [I] advise you to check the privacy policies of any such websites before providing any data to them.

3. What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

4. **What Are My Rights?**

Under the GDPR, you have the following rights, which [we] **OR** [I] will always work to uphold:

- a) The right to be informed about [our] or [my] collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact [us] **OR** [me] to find out more or to ask any questions using the details in Part 10.
- b) The right to access the personal data [we] **OR** [I] hold about you. Part 9 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by [us] **OR** [me] is inaccurate or incomplete. Please contact [us] **OR** [me] using the details in Part 10 to find out more.
- d) The right to be forgotten, i.e. the right to ask [us] **OR** [me] to delete or otherwise dispose of any of your personal data that [we] **OR** [I] have. Please contact [us] **OR** [me] using the details in Part 10 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to [us] **OR** [me] using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal data to [us] **OR** [me] directly, [we] **OR** [I] am using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask [us] **OR** [me] for a copy of that personal data to re-use with another service or business in many cases.
- h) Rights relating to automated decision-making and profiling. [We] **OR** [I] do not use your personal data in this way.

For more information about [our] **OR** [my] use of your personal data or exercising your rights as outlined above, please contact [us] **OR** [me] using the details provided in Part 10.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about [our] **OR** [my] use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

5. **What Personal Data Do You Collect?**

Subject to the following, [we] **OR** [I] do not collect any personal data from you. [We] **OR** [I] do not place cookies on your computer or device, nor do [we] **OR** [I] use any other means of data collection.

If you send [us] **OR** [me] an email, [we] **OR** [I] may collect your name, your email address, and any other information which you choose to give [us] **OR** [me].

6. **How Do You Use My Personal Data?**

If [we] **OR** [I] do collect any personal data, it will be processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected.

[We] OR [I] will comply with [our] OR [my] obligations and safeguard your rights under the GDPR at all times. For more details on security see Part 7, below.

As stated above, [we] OR [I] do not generally collect any personal data. If you contact [us] OR [me] and [we] OR [I] obtain your personal details from your email, [we] OR [I] may use them to respond to your email.

You have the right to withdraw your consent to [us] OR [me] using your personal data at any time, and to request that [we] OR [I] delete it.

[We] OR [I] will not share any of your data with any third parties for any purposes [other than storage on an email server].

7. **How and Where Do You Store My Data?**

[[We] OR [I] will only store your personal data within the Microsoft Office 365 environment. This means that it will be fully protected under the GDPR.]

OR

[[We] OR [I] will only store your personal data within the European Economic Area (the "EEA"). The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein. This means that your personal data will be fully protected under the GDPR or to equivalent standards by law.]

OR

[[We] OR [I] may store some or all of your personal data in countries that are not part of the European Economic Area (the "EEA" consists of all EU member states, plus Norway, Iceland, and Liechtenstein). These are known as "third countries" and may not have data protection laws that are as strong as those in the UK and/or the EEA. This means that [we] OR [I] will take additional steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the GDPR as follows.

[[We] OR [I] store your data with [external third parties] OR [an external third party], as detailed below in Part 8, that [are] OR [is] based outside of the EEA. The following safeguard[s] [is] OR [are] applied:

[[We] OR [I] will only transfer your personal data to countries that the European Commission has deemed to provide an adequate level of personal data protection. More information is available from the [European Commission](#).]

OR

[[We] OR [I] use [specific contracts with external third parties that are] OR [a specific contract with the external third party that is] approved by the European Commission for the transfer of personal data to third countries. Contracts like this ensure the same levels of personal data protection that would apply under the GDPR. More information is available from the [European Commission](#).]

AND/OR

[Where [we] OR [I] transfer your data to a third party based in the US, this may be

protected if they are part of the EU-US Privacy Shield. This requires that third party to provide data protection to standards similar to those in Europe. More information is available from the [European Commission.](#)]]

Please contact [us] **OR** [me] using the details below in Part 10 for further information about the particular data protection mechanism used by [us] **OR** [me] when transferring your personal data to a third country.]

8. **Do You Share My Personal Data?**

[[We] **OR** [I] will not share any of your personal data with any third parties for any purposes, subject to one important exception.

In some limited circumstances, [we] **OR** [I] may be legally required to share certain personal data, which might include yours, if [we are] **OR** [I am] involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.]

OR

[[[We] **OR** [I] may sometimes contract with the following third [parties] **OR** [party] for data storage purposes:

- Microsoft.
- Redstor.

If any of your personal data is transferred to a third party, as described above, [we] **OR** [I] will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, [our] **OR** [my] obligations, and the third party's obligations under the law, as described above in Part 7.]

[If any personal data is transferred outside of the EEA, [we] **OR** [I] will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the GDPR, as explained above in Part 7.]

In some limited circumstances, [we] **OR** [I] may be legally required to share certain personal data, which might include yours, if [we are] **OR** [I am] involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.]

9. **How Can I Access My Personal Data?**

If you want to know what personal data [we] **OR** [I] have about you, you can ask [us] **OR** [me] for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 10. [To make this as easy as possible for you, a Subject Access Request Form is available for you to use. You do not have to use this form, but it is the easiest way to tell [us] **OR** [me] everything [we] **OR** [I] need to know to respond to your request as quickly as possible.]

There is not normally any charge for a subject access request. If your request is

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'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover [our] **OR** [my] administrative costs in responding.

[We] **OR** [I] will respond to your subject access request within [14 days and, in any case, not more than] one month of receiving it. Normally, [we] **OR** [I] aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date [we] **OR** [I] receive your request. You will be kept fully informed of [our] **OR** [my] progress.

10. **How Do I Contact You?**

To contact [us] **OR** [me] about anything to do with your personal data and data protection, including to make a subject access request, please use the following details [(for the attention of Jason Gough)]:

Email address: info@jg-compsservices.com.

Telephone number: 01694 724752.

Postal Address: 5, Lutwyche Close

Church Stretton

Shropshire

SY6 6BB

11. **Changes to this Privacy Policy**

[We] **OR** [I] may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if [we] **OR** [I] change [our] **OR** [my] business in a way that affects personal data protection.

Any changes will be immediately posted on [Our] **OR** [My] Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of [Our] **OR** [My] Site following the alterations. [We] **OR** [I] recommend that you check this page regularly to keep up-to-date.