



SoftLink Computer Systems Ltd

Three Gables, Gainey's Well, Stroud, Gloucestershire, GL5 1LQ

Telephone: 01453-765927, 01453-762553 Fax: 0870-8362188

Website: www.softlinkcomputers.co.uk

Registered No. 07570607 in England and Wales at the above address.

Privacy Document

The privacy of your data is important to us. This document describes the information we collect about you and how we use it. It applies to our direct services to you as our customer.

If you want to contact us about how your private data is handled, you can contact Peter Smith on the above phone number, by email using psmith@softlinkcomputers.co.uk, or by writing to the above address.

What information do we collect?

We only collect enough information to be able to do business with you. This is your Name, Address, Phone Number and maybe your Email Address if we communicate with you by email. We get this information from you directly and not by any third party company. In some cases, we may hold details of passwords to devices (such as broadband routers), or to email account logins, or to internet service account logins where you have asked us to do this for you. Our website does not collect any information about you.

How do we use your data?

We only use your data to maintain our business relationship with you. It is not provided to third parties. We hold this data because you have given it to us and so have consented to us having it. If you wish it to be deleted we will be happy to do this, just contact Peter Smith. We cannot delete your name and address where we have done business. They are permanently stored electronically in our accounts and physically in our copies of any invoices we have issued. We are required to keep these by law.

Access to our stored data

Only people working at the company with valid user names and passwords can access the data we store about you. The data is stored locally on our servers at SoftLink. We do not employ sub-contractors.

Data Retention

Other than in our accounts, your data is stored for 7 years from the date we last did business with you.

Copies of the data we hold about you

If you want a copy of the data we hold about you, then just contact Peter Smith and we will send it to your postal address.