

Intok Solutions Ltd - Privacy Policy

Our contact details

Name: Intok Solutions Ltd

Phone Number: 07717 664842

E-mail: liz@intok.co.uk

The type of personal information we collect

We currently collect and process the following information:

Personal identifiers for example, name and contact details

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:

- To allow us to deliver services to you
- To provide information to you about our services

We use the information that you have given us in order to deliver and discuss our services with you.

We do not share this information.

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

- Your consent (you are able to remove your consent at any time. You can do this by contacting us as above)
- We have a contractual obligation.
- We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep contact information for as long as is reasonable necessary to fulfil the purposes for which it was collected. We will then dispose of your information by electronic means.

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 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 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

If this does not settle the complaint to your satisfaction, you may lodge a complaint with the Information Commissioner's Office. Further information is available at <https://ico.org.uk>.