

HOLDING AND PROTECTING YOUR DATA

In order to comply with the **General Data Protection Regulation (GDPR)** (Regulation (EU) 2016/679) (enforceable from 25 May 2018), Tony Bull Consulting Ltd T/A Rocksalt are required to inform you that to provide IT support services we need to hold some personal information about people in your organisation. This includes names, address, telephone numbers, and personally identifiable information about the computers we support, such as their IP addresses. We also record details of support requests made by you so that you can receive help as quickly as possible when you call us.

This information is only used in the process of providing IT support and contacting you in relation to that support; is kept as long as there is a business need for storing it and is not shared with any third parties without your consent. Where third parties are involved in providing services you require we will check with you before sharing your data. The legal bases that apply to the way we use data are 'Contract' and 'Legitimate Interest' according to the GDPR. For further information, please see our full Data Protection Policy.

If you want to change any of the information we hold about you, please give us a call on 0161 660 8552 and we will be happy to update our records. If you want to know what personal information we hold about you, you can make a 'subject access request' by contacting the company directors in writing. GDPR also requires us to inform you that if you are not happy with the way Rocksalt has handled your personal data, you have the right to complain to the Information Commissioners Office.