

# Keith Simister IT Services: Privacy Policy

Keith Simister IT Services provide website development and general IT consultancy services. In order to provide these services, we collect, store and process a limited amount of personal information. This policy explains how we use any personal information we collect about you.

## What information do we collect about you?

The personal information we collect may include your name, email address, telephone number and mailing address.

## Why do we collect this information and under what legal basis?

We use the information we collect to enable an ongoing business relationship with you. This information is not used for unsolicited marketing. The legal basis for our processing of this information is **contract**.

## Storage and security of your information

We take all reasonable steps to ensure that your personal information is stored safely and securely using industry-standard procedures including password protection and encryption.

## How long do we store your information for?

We store your personal information until you specifically request that we remove it.

## Sharing your information with third parties

We do not routinely share your information with any third parties. Your information may be shared with law enforcement agencies only if we are legally obliged to do so.

## Access to your information and correction

You have the right to request a copy of the information we hold about you. Please contact us by email or in writing.

We want the information we hold about you to be accurate. Please contact us by email or in writing if you need us to update any of your personal information.

## Requesting removal of your personal information

You have the right to request removal of your information at any time.

To request removal of your information, please contact us by email or in writing.

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## Contacting us

By email: [keith@simister.com](mailto:keith@simister.com)

By telephone: 07970 958831

In writing:

Keith Simister IT Services,  
37 Brabyns Road,  
Gee Cross  
SK14 5EE