

HG Technology Privacy Policy

V1.2 January 2021

Privacy Notice

HG Technology of 27 Old Gloucester Road London WC1N 3AX is committed to ensuring that your privacy is protected in compliance with GDPR legislation introduced May 2018.

This privacy notice sets out the basis on which any personal information HG Technology collects from or about you, or that you provide to HG Technology, will be processed by HG Technology. Please read the following privacy notice carefully to understand HG Technology's views and practices regarding your personal information and how HG Technology will treat it.

BACKGROUND ABOUT HG TECHNOLOGY

HG Technology is a private limited company incorporated in 2010 in the United Kingdom.

HG Technology an independent IT consultancy business providing cloud technology consultancy and development services to businesses. HG Technology offers a range of services bespoke to meeting the individual IT requirements of its customers. For further information about the services HG Technology offers, please visit <https://www.hgtechnology.co.uk/services.html>

INFORMATION HG TECHNOLOGY COLLECTS FOR MARKETING PURPOSES

HG Technology collects only information related directly to an individual's business role. It does not hold or process any personal data on individuals. It collects this data directly from individuals, from open source channels such as websites and social media and from DMA (Direct marketing Association) approved 3rd parties who have audited compliance with GDPR legislation

The type/categories of personal information HG Technology collects includes:

- Name, job title and organisation / employer
- Contact information including email address and telephone number

- Geographic information such as postcode
- Other information relevant to its services relating to buying authority etc
- Information regards your interaction with HG Technology and its communication

PURPOSE FOR PROCESSING YOUR BUSINESS INFORMATION / HOW HG TECHNOLOGY USES THE INFORMATION IT COLLECTS

HG Technology receives or obtains and processes your information to enable it to promote itself and/or its services, either directly eg, email or direct marketing or via social media and advertising channels. It only collects data of individuals who are thought to be involved in the specification and decision-making process for assigning IT consultancy and those individuals involved in the implementation of said consultancy services.

LEGITIMATE INTEREST

HG Technology processes all your information lawfully. The lawful basis on which HG Technology relies to processes your personal information is Legitimate Interest:

The processing is necessary for HG Technology's legitimate interests (these include: to enable HG Technology to provide a range of IT consultancy services; to promote itself and/or services; to improve its services; for operational, historical, statistical and research reasons; and to maintain its own internal accounts and records).

DISCLOSURE OF YOUR PERSONAL INFORMATION

HG Technology will not share information it processes with other organisations. Where required HG Technology may provide your information to a contracted supplier to aid with the delivery of marketing communications and the delivery of IT consultancy services.

WHERE HG TECHNOLOGY STORES YOUR INFORMATION AND FOR HOW LONG

All information relating to individuals collected or provided, is stored securely with relevant Cloud providers and/or HG Technology's secure servers. For specific tasks data may be held temporarily by contracted 3rd parties for the actioning of specific services.

COOKIES - HG Technology use Google Analytics and ClickDimensions (Microsoft Dynamics 365) to track website activity through the use of Cookies.

Subject to relevant applicable laws/regulation or industry standards applicable to the individual's business-related information HG Technology retains, HG Technology will not retain your individual's information longer than necessary for the Purpose. If HG Technology becomes aware that information becomes outdated, it will be updated or deleted.

YOUR RIGHTS

The GDPR legislation of May 2018 gives you the right to:

- access your personal information held by HG Technology
- have your personal information held by HG Technology rectified
- to have your personal information held by HG Technology erased
- object to the processing of your personal information based on legitimate interests; direct marketing; and processing for purposes of historical research and statistics in each case in accordance with the GDPR.

If you would like to exercise any of your rights under the GDPR, please write to David Gee at HG Technology (full contact details are below).

Further, if you have a complaint in relation to the way in which HG Technology is collecting and/or processing your personal information, please write to: David Gee, Director, HG Technology, 27 Gloucester Road, London. WC1N 3AX

LINKS TO OTHER WEBSITES

HG Technology's website may, from time to time, contain links to other websites of interest. If you follow a link to any of these websites, please note that these websites and/or companies have their own privacy notices/policies and that HG Technology does not accept any responsibility or liability for these policies. Please check these policies before you submit any information to these websites and/or companies.

CHANGES TO PRIVACY NOTICE

HG Technology may change this privacy notice from time to time by updating this page. When HG Technology does so, changes in this privacy notice will be effective immediately. If you are a regular user of HG Technology's services, you should check this privacy notice on a regular basis and ensure that you are happy with any changes.

CONTACT HG TECHNOLOGY

If you wish to contact HG Technology in relation to this privacy notice or have any related questions, please contact:

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Director
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London. WC1N 3AX

Telephone: +44 (0)845 366 5830

Email: enquiries@hgtechnology.co.uk