



## **What information do we collect about you?**

When you register with our website, or place an order for products, services or ongoing support, we will collect some information about you. We also collect information when you voluntarily complete customer surveys, provide feedback and participate in marketing promotions.

## **How do we process this data?**

We will only process your data if:

- The processing is necessary if you have asked us to do something before entering into a contract, such as provide a quote or proposal.
- The processing is necessary for our legitimate commercial interests and they are not overridden by your rights.
- The processing is necessary to comply with a legal obligation.
- Where we have your consent.

## **How will we use the information about you?**

We will use your information to:-

- Communicate with you.
- Provide the necessary support levels according to our SLAs
- Provide you with information on our latest promotions

## **How we share your data**

There are times when we need to share your personal data with third parties in order to provide our support and services. We will only share your data with:-

- Other companies in the Blue Box IT group.
- Third party service providers and partners who enable us to supply our services and products to you, such as our suppliers and major vendor partners, broadband service partners and registered subcontractors.
- Third parties if we are under a duty to disclose or share your data in order to comply with any legal obligation.

## **Marketing**

From time to time, we would like to send you information about our products and services which may be of interest to you. You can stop these communications at anytime by simply emailing [ask@blueboxit.co.uk](mailto:ask@blueboxit.co.uk) or by writing to our head office address at Unit 25, President Buildings, Savile Street East, Sheffield, S4 7UQ.

We will not share your information to third parties for marketing purposes.

## **Data Security**

We process and manage all personal data we hold in accordance with our Data Security Policy and take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

## **Access to your information**

If you would like a copy of some or all of your personal information, please email or write to us at the following addresses.

Email: [ask@blueboxit.co.uk](mailto:ask@blueboxit.co.uk)

Address: The Data Protection Officer, Unit 25, President Buildings, Savile Street East, Sheffield, S4 7UQ.