

Privacy policy

Issue: 2

Date: 19th December 2021

Reviewer: Steven Kear



Our contact details

Name: Kear Technology Solutions

Address: 215 Avon Road, Chelmsford, Essex. CM1 2LB

Phone Number: +44 (0) 7908 829038

E-mail: hello@kearts.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Client name
- Client address
- Client email address
- Client financial information
- Client project information

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:

- You have made an enquiry with us.
- We are directly supporting you with a project.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Organisations that we provide mentoring service to. These include:
 - Nottingham Business School, Nottingham Trent University
 - Digital Catapult
 - Tech Nation
 - NHS Innovation Accelerator
 - Nesta
 - TechUp Women
 - Allia
- Academic institutions that we provide 'industry into academia' services to. These include:

- Anglia Ruskin University

We use the information that you have given us in order to respond to enquires, provide consultancy services, provide mentoring services, fulfil contractual commitments and/or fulfil our legal commitments.

We may share this information with Emma Pickles Accountants Ltd for the purposes of our business financial accounting.

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: hello@kearts.co.uk, 07908 829038 or writing to: Kear Technology Solutions, 215 Avon Road, Chelmsford, Essex. CM1 2LB
- **We have a contractual obligation.**
- **We have a legal obligation.**
- **We have a legitimate interest.**

How we store your personal information

Your information is securely stored.

We keep client name, address, email address, financial information, project information for six years. We will then dispose your information by securely destroying your digital project file.

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.

- o **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 at: hello@kearts.co.uk, 07908 829038 or writing to: Kear Technology Solutions, 215 Avon Road, Chelmsford, Essex. CM1 2LB, 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 at Kear Technology Solutions, 215 Avon Road, Chelmsford, Essex. CM1 2LB.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>