

## **Privacy Notice**

### **Who are we?**

References to 'us' or 'we' are references to Technology To Go Ltd. Our company registration number is 07465303.

### **What is the purpose of this Privacy Notice?**

Your privacy is very important to us. The purpose of this Privacy Notice is to explain who we are, the Personal Data we collect, how we collect it and how we use it. In summary we use very limited Information about you (which may contain an element of Personal Data). What we mean by 'Information' is explained in the following paragraph.

### **What kind of Personal Data do we collect?**

The personal data we collect, is restricted to the following, but may vary according to the relationship with us:

- Your Name
- Your Company Name
- Your Company Address
- Your Company Email Address
- Your Company Telephone Number and, if you provide it, your mobile telephone number.

### **Where do we collect Personal Data from?**

We collect Information from the following sources: Information that you supply to us either by telephone, email or via the contact form on our website; information provided to us by your company; Companies House; your Company's website.

Our website uses cookies and Google Analytics to record visitor behaviour patterns and standard Internet log information such as IP address, operating system, browser type and how you navigated to / from our website: directly, via a search engine or via a link on another website. This data is processed so that no one is identified. You may disable cookies in your browser, though doing so may affect your experience when using our website.

### **Do we collect Personal Data from third parties?**

Yes, we do at times collect data from other companies, suppliers, and distributor websites. We also receive attendee lists from industry events where we have attended or exhibited. This data has been given by consent, at the point of collection and is used only for the purposes of legitimate business-to-business marketing.

### **How will we use your Personal Data?**

We must always have a lawful basis for using personal data. Your personal data may be used for one or more of the following specific purposes:

- For the legitimate purpose of business-to-business marketing
- To perform our contract if we have entered into a contractual relationship with you
- Maintaining our business relationship with you once any contracted deliverables have been supplied
- To perform pre-contract activities if we are mutually working towards a contractual relationship
- To respond to specific requests that you make via email, telephone, or our website

### **Will we share your Personal Data?**

We use your data for our own use and it is shared with the other companies in our group. We will use your data for the supply of goods and services to you. We will share information to third parties when we need to do so, to deliver our goods and services. For example, we may share your information with a delivery company to enable them to deliver goods to you, or we may share information with service delivery companies to enable them to provide quotations or deliver their services. Our preferred partners and suppliers may use your data for the sole purpose of business-to-business marketing of their products and services, but you will have the option to opt-out at any time.

### **How do we protect your Personal Data?**

To maintain the security of your Personal Data, we implement technical and organisational measures that are appropriate to the risks associated with the loss / illegal processing of your Personal Data. Information is stored in a secure data centre which is located in the UK.

Tel: 0204 513 2525  
Email: [ttg@technologytogo.co.uk](mailto:ttg@technologytogo.co.uk)  
Website: [www.technologytogo.co.uk](http://www.technologytogo.co.uk)



Technology To Go Ltd  
31-33 Chapel Hill  
Huddersfield  
West Yorkshire  
United Kingdom  
HD1 3ED

### **How long will we hold your Personal Data for?**

If you have entered into a contract with us, we will retain your Personal Data for a minimum of seven years after the cessation of the contract. Otherwise, we will delete your personal data twenty-four months after our last contact or attempted contact with you.

### **What are your rights in relation to the Personal Data that we hold?**

As a data subject whose personal information we hold, you have certain rights. 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. Your rights are as follows:

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.

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.

To exercise any of these rights you should contact us using the details below. Should you feel unsatisfied with our handling of your data, or about any complaint that you have made to us about our handling of your data, you are entitled to escalate your complaint to the Information Commissioner's Office (ICO), Address: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113  
Website: [www.ico.org.uk](http://www.ico.org.uk)

### **How can you contact us?**

We can be contacted in writing at Technology To Go Ltd, 31-33 Chapel Hill, Huddersfield, West Yorkshire HD1 3ED.

Via email to [ttg@technologytogo.co.uk](mailto:ttg@technologytogo.co.uk) or via the contact page on our website, which can be found here [Contact Us](#)

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