

# GDPR Policy

In May 2018, the General Data Protection Regulation [GDPR] became the legal framework in the UK for the computer storage and use of personal information. The Regulation aims to ensure that people retain control over their personal data. In the course of its business, Aptus Technology Limited has access to such information. The following document explains what happens to that information and describes the rights individuals have over their data and how they may exercise them.

## What type of Personal Information is collected

We currently collect and process the following information: Personal identifiers, contacts, and characteristics (for example, name and contact details).

## How we obtain the Information

The personal information we process is provided to us directly by you. *Note: We do not collect any personal information or request it from any other body, organisation or company, nor do we share the information we collect and process with anyone.*

## Why we store the Information

Under the General Data Protection Regulation [GDPR], the lawful foundations we rely on for processing this information are:

- Your consent. *Note: You are able to remove your consent at any time by contacting [info@aptustechnology.co.uk](mailto:info@aptustechnology.co.uk) and informing us of your decision.*
- We have a contractual obligation.
- We have a legal obligation.
- We have a vital interest.
- We need it to perform a public task.
- We have a legitimate interest.

## Where we store the Information

Your information is securely stored with Go Daddy (which hosts Aptus Technology's website) on a hosting server located at one of their six data centres they currently operate in the UK. Information may also be stored on the Aptus Technology local server which is located on our premises in a locked and secured server room. Information may also be held in the Microsoft Office Cloud. The cloud servers are located at secure Microsoft Data Centres, all of which are fully GDPR compliant.

## How long is the Information held

The information is kept for seven years. When the holding period expires, your information is deleted.

## Your Data Protection Rights

Your rights under GDPR legislation include:

- Right of Access: You have the right to ask us for copies of the information we are holding on you.
- Right to Rectification: You have the right to ask us to rectify personal information you think is inaccurate.
- Right to Complete: You may ask us to add to the information held if you think it is incomplete.

- Right to Erasure: You have the right to ask us to erase your personal information in certain circumstances.
- Right to Restrict Processing: You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Right to Object to Processing: You have the right to object to the processing of your personal information in certain circumstances.
- 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.

## Exercising your rights

If you wish to exercise any of your rights, please contact us at [info@aptustechnology.co.uk](mailto:info@aptustechnology.co.uk). There is no charge for exercising any of the above rights. If you make a request, we have one month to respond to you.

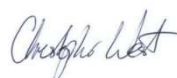
## How to complain

If you have any concerns about our use of your personal information, you should initially contact us either by telephone (01737 210034) or via email ([info@aptustechnology.co.uk](mailto:info@aptustechnology.co.uk)) marked for the attention of Chris West, Managing Director. If you wish to deal with the matter in person, we are based at Lonsdale House, 7-11 High Street, Reigate, Surrey RH2 9AA. Visits must be arranged in advance and are by appointment, only.

If you are not satisfied at the response you receive, you may contact the Information Commissioner's Office [ICO], the UK Government appointed regulator. You may write to them at:

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

Alternatively, you may contact them by telephone on 0303 123 1113 or visit their website at <https://www.ico.org.uk>.



Chris West  
Founder and Managing Director  
Aptus Technology Limited