

Kontrolla Limited Privacy Policy

Our contact details

Name:	Cliff Smith
Address:	Strelley Hall, Nottingham, NG8 6PE
Phone Number:	0115 906 1231
E-mail:	info@kontrolla.com
Date:	11/03/2022

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

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 the following reason:

- You may enter your information in our Contact/Query form on our website seeking additional information from us.

We use the information that you have given us in order to deliver a response. We will not share this information with any third party. Under the General Data Protection Regulation (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 us as noted above.

How we store your personal information

Your information is securely stored on computer media. We keep your information for up to one year. We will then dispose your information by permanently deleting it from the computer media on which it is held.

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 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.

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 info@kontrolla.com 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 via the contact details given at the start of this document.

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>