

## Privacy Notice

### Who We Are

**Technaut IT Consultants Limited** gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

**Technaut IT Consultants Limited of Technaut IT Consultants Limited of Unit B3, Eden Business Park, Cooil Road, Braddan, Isle of Man, IM4 2AY** act as the data controller in the collection, use, storing, protection and transfer of your personal information. The designated Data Protection Officer/Appointed Person for the organisation contacted at the above address.

### Information That We Collect

**Technaut IT Consultants Limited** processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any other way than already specified in this notice.

#### ***The personal data that we collect from is: -***

- Name
- Business Email
- Business Telephone Number
- Mobile Telephone Number
- IP Address Details

#### ***We collect information in the below ways: -***

**Online Forms, Cookies on our Website, direct request via email/verbal.**

### How We Use Your Personal Data (Legal Basis for Processing)

**Technaut IT Consultants Limited** takes your privacy very seriously and will never disclosure, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw such consent at any time. ***The purposes and reasons for processing your personal data are detailed below: -***

*We collect your personal data in the performance of a contract or to provide a service and to ensure that orders are completed and can be sent out to your preferred address.*

*We collect and store your personal data as part of our legal obligation for business accounting and tax purposes*

## **Your Rights**

You have the right to access any personal information that **Technaut IT Consultants Limited** processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible, unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with the data protection law, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request for any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

## **Sharing and Disclosing Your Personal Information**

We do not share or disclosure any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

## **Safeguarding Measures**

**Technaut IT Consultants Limited** takes your privacy seriously and take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: -

**SSL, encryption, restriction, authentication.**

## **Consequences of Not Providing Your Data (if applicable, see Article 13(2)e)**

You are not obligated to provide your personal information to **Technaut IT Consultants Limited**, however, as this information is required for us to provide you with our services/deliver your products, we will not be able to offer some/all of our products or services without it.

### **How Long We Keep Your Data**

**Technaut IT Consultants Limited** only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be destroyed.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and withdraw your consent.

### **Promotions & Offers**

Occasionally, **Technaut IT Consultants Limited** would like to contact you with details of products/offers/services/competitions/newsletter/promotions that we provide. If you consent to us using your contact details for these purposes, you have the right to modify or withdraw your consent at any time by using the opt-out/subscribe options or by contacting **Technaut IT Consultants Limited** directly.

### **Lodging A Complaint**

**Technaut IT Consultants Limited** only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

#### **Technaut IT Consultants Limited**

**FAO - Data Protection Officer**

**Unit B3, Eden Business Park, Cooil Road, Braddan, Isle of Man, IM4 2AY  
01624 671121**

#### **Supervisory Authority**

**Isle of Man Information Commissioners Office.**

<https://www.inforights.im/>