

# Privacy Policy

This is our privacy policy related to how our website may use your information.

Websites use something called cookies and these help your computer use a website more effectively, our website too uses cookies.

Cookies are to be expected when using the internet, we do not use this information ourselves, our website may use it by accessing the cookie on your computer but we do not use this information in any way ourselves.

If you use our contact form we will not use this information in any other way other than to contact you to discuss how we can help your business by delivering our services.

## Your Personal Data

### What we need

Good Communications Ltd will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location based information. This does however include name, address, email etc.

### Why we need it

We need to know your basic personal data in order to provide you with information on the products and services Good Communications Ltd provides. We will not collect any personal data from you we do not need in order to provide this information to you.

### What we do with it

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so. We have a Data

Protection regime in place to oversee the effective and secure processing of your personal data.

### **How long we keep it**

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years. Your information that we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

### **What we would also like to do with it**

We would however like to use your name and email address to inform you of our future offers and similar products. This information is not shared with third parties and you can unsubscribe at any time via phone, email or our website.

### **What are your rights?**

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Our Data Protection Officer is Andy Johns and you can contact him at [andy@goodcomms.co.uk](mailto:andy@goodcomms.co.uk)

Please contact us if you have any questions regarding this policy or any other aspect of how we may use the data that you enter into our website.