



Itus Protection Limited

Privacy Policy

Our contact details

Name: Itus Protection Limited

Address: 167–169

Great Portland Street

London

W1W 5PF

Phone Number: 0330 043 7133

E-mail: Enquires-itusprotection@outlook.com

The type of personal information we collect

We currently collect and process the following information:

- Name
- Email Address
- Contact number
- DOB
- Address
- Business details
- Social media platform details

How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Submitting a request on our website
- Calling our company phone number
- Sending a message by phone
- Contacting us via one of our social media channels
- Mailing a letter or documentation to our office address

We also receive personal information indirectly, from the following sources in the following scenarios:

- Bark.com
- Tender portals
- Third party suppliers

We use the information that you have given us to

Respond to your request of information or to provide a quotation.

We may share this information with:

Any third party which is directly involved in providing you with the service in which you have requested.

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:

Enquires-itusprotection@outlook.com

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored on an: **Internet server and or a external hard drive in a secure location.**

We keep: **Name, email address, contact number** for **12 months.**

We will then dispose this information by: **remove from the hard drive and all back-up systems/ servers.**

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 itus-protection@outlook.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 at: hr-itusprotection@outlook.com

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>