



Portsea Software

Portsea Software Ltd, Privacy Policy

Dated: 23rd August 2020

Our contact details

Name: Portsea Software Ltd

Address: 40 Proctors Road, Wokingham, RG40 1RP

Phone Number: 07825 228642

E-mail: info@portseasoftware.com

The type of personal information we collect

We currently collect and process the following information:

- Name
- Company name
- Company mailing address
- Email addresses
- Phone numbers

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 one of the following reasons:

- Contacting you during the course of business or in relation to the services we provide

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

- Through our Customer Relationship Management system, we may receive publicly available information regarding the Company that you work for such as the Companies contact details (email, address, phone number).
- We collect this data in order to contact you in relation to the services we provide, if we cannot contact you via the data that you have given us directly.

We use the information that you have given us in order to contact you in relation to the services that we provide.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- We have a contractual obligation.

How we store your personal information

Your information is securely stored in the following cloud based productivity systems;

- Microsoft 365
- Hubspot
- FreeAgent
- Atlassian

Copies of some information will be cached/synced to desktop and/or laptop computers.

We keep your contact information for the period we are engaged to provide services to you. We will then dispose your information by removing your information from the above listed systems, including any locally cached copies.

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@portseasoftware.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 info@portseasoftware.com or in writing to;

Portsea Software Ltd
40 Proctors Road
Wokingham
RG40 1RP

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>