



PRIVACY POLICY

What information do we collect?

Personal information

We collect your personal information only with your consent, provided voluntarily when you fill out our contact form. We only collect the minimum amount of personal information, which does not include any special categories of personal information about you (often known as 'sensitive personal data').

Contact information

We need to collect information about you for contact and invoicing purposes, including your name, address, phone number and email address.

Why we need it:

To provide you with the advice, support or service you have asked us to provide, and to be able to invoice you and be paid in return for these services. We will not collect any personal data from you that we do not need.

What do we use your information for?

The personal information we collect from you may be used in one of the following ways:

- **To process transactions.**

All the personal information we collect from you will be processed by our staff in the United Kingdom. No third parties will have access to your information and it will not be sold, exchanged, transferred or given to any other company for any reason whatsoever. Please be aware, however, that your information may be stored on a protected cloud-based system, whose servers are located within the European Union.

Any data collected during client back-ups, re-installations or data transfer is destroyed within 30-60 days following completion of a job, unless otherwise instructed.

- **To send periodic emails**

The email address you provide may be used to send you information and updates pertaining to your support request. We will only use your email address for this purpose and not to send you marketing communications.

How do we protect your information?

We implement a variety of security measures to maintain the safety of your personal information.



How long we keep it

We will generally keep your personal data for a minimum of 6 years, after which time it will be archived if it is no longer required for the lawful purpose(s) for which it was obtained.

Do we use cookies?

We do not use cookies.

What if I want to change my contact preferences / have my personal details removed?

You may alter your communication preferences or withdraw your consent to The PC Geek storing your personal data by contacting us, either by email : tpcgeek@hotmail.co.uk or by writing to us at: The PC Geek, Unit 1, Homelands Business Centre, Burrington EX37 9JB.



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