



ITM Ltd information about your data protection

We may collect and process the following data about you:

Information you give us

You may give us information about you by filling in forms on our site www.itmav.co.uk or by corresponding with us by phone or email.

The information we get from you includes your name, your business name, address, email and phone number.

We also may get information we receive from other sources, for example if you use any services we provide. We use the information held about you to carry out our obligations arising from any contracts entered between you and us and to provide you with the information, products and services you request from us, to notify you about changes to or to make suggestions and recommendations that may interest you about our range of products or services.

How long we keep information

We retain specific information for as long as is necessary to fulfil our legal obligations, all other information is regularly ratified and if no longer required deleted from our databases and systems.

This includes information you provide when you are using our website for any services, search for a product or otherwise contact us.

Information we collect about you – your rights

You have the right at any point to request to see the information we process about you and have it corrected, transferred restricted or even deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Representative 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).

Any changes we may make to our privacy policy in the future will be posted on our website GDPR page and where appropriate notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.

ITM Ltd, Unit 2 Rushton Farm, Warren House Road Wokingham, Berks RG40 5RE

If you have any questions concerning this policy, please contact Nic Ide by email nic@itmav.co.uk, or call him on 07885 750333 or 01189 775977.

25 May 2018