



Diablo Computers Ltd

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Privacy Policy Summary – 03/05/2018

Rebecca Wright is the named GDPR (General Data Protection Regulations) officer for Diablo Computers Ltd. Diablo Computers Ltd hold a valid Data Protection Certification from the ICO (Information Commissioners Office). Certificate number: Z8595530.

Diablo Computers Ltd hold the following information on current clients (those within the last 4 years):

- Name
- Address
- Telephone number(s)
- Email address
- Date and reason for providing IT service
- Products sold

Diablo Computers Ltd use client data to send clients a receipt or invoice for IT work carried out as instructed by them. Holding the above data for each client allows Diablo Computers to check what work has been carried out previously, what the payment status is of a client account, and to match incoming payments with clients.

If you are a current client and would like a copy of what information we hold for you please do get in touch by emailing info@diablocomputers.co.uk or call 01420 544866. We do not charge a fee for this service.

Data is secured by passwords, and is only available to those directly employed by Diablo Computers (currently Rebecca and Andrew Wright)

Data is held on the Diablo Computers Ltd secure Microsoft Office 365 cloud account, and on the secure Quickbooks Online database.

Diablo Computers Ltd do not pass or sell any client data onto anyone or any organisation.

If you would like us to change or anonymise your details following a receipt/invoice being despatched, please email info@diablocomputers.co.uk or call 01420 544866.

In the unlikely event of a data breach you will be informed by us by email, which will include what action we have/will take and what actions you need to take along with your rights.

Please contact us for a full privacy policy statement.