



## Corporate Policy

# Privacy Policy

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by VITD Group Ltd (t/a Kamazoy Virtual IT Department).

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**Level**

Official

**Author**

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We collect certain information or data about you when you use [www.kamazoy.uk](http://www.kamazoy.uk) and related media links.

**What information is collected?**

- Details to allow you to access services and transactions, for example, an Email address
- Your IP address, and details of which version of web browser you used to ask questions, or to leave queries or feedback, including your Email address if you send an Email to us
- Information on how you use the site, using cookies and page tagging techniques to help us improve the website
- Details when registering or applying for jobs

This allows us to:

- improve the site by monitoring how you use it
- respond to any feedback you send us, if you've asked us to
- provide you with information about local services if you want it
- understand your preferences so that we can improve the products or services we offer

If you make an enquiry about our products or services whether via our website, telephone or email we will collect information about you in order to respond to your enquiry.

**What information is collected?**

- Details to allow us to communicate with you, for example your email address and telephone numbers
- Information relating to your position in your company, for example your job title, place of work and role
- If you are a company director, we may also process data relating to your directorship that is in the public domain

This allows us to:

- Communicate effectively with you whilst we respond to your enquiry
- Provide you with information on other products and services if you choose to receive such information
- Provide our services to you based on accurate information

All data processing undertaken by VITD Group is carried out on a lawful basis as per the General Data Protection Regulation, Article 6(1).

### **Where is the data stored and is it secure?**

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (“EEA”). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers. We do not store any payment card information whatsoever; all payment processing is done by third parties, for whom privacy policies are available. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We won’t share your information with any other organisations for marketing, market research or commercial purposes, and we don’t pass on your details to other websites.

### **Disclosing your information**

In line with GDPR Article 6(1)(c) we may pass on your personal information and exchange any of your details if we have a legal obligation to do so, or if we must enforce or apply our terms and conditions or other agreements.

### **Your rights**

You can find out what information we hold about you and ask us not to use any of the information we collect. All enquiries should be made in writing to:

The Compliance Officer  
VITD Group Ltd (t/a Kamazoy Virtual IT Department)  
County House  
St. Mary’s Street  
Worcester  
WR1 1HB