



GDPR Privacy Statement

V01 May 2018

www.firstline-it.com



Privacy Statement

FirstLine IT & Telecoms Ltd is committed to holding only such personal data relating to our customers as we deem necessary to effectively deliver the services that we provide

We understand that you will from time to time find it necessary to supply us with personal information relating to your account or company account, suppliers and other organisations or entities you are associated with – for example contact information required to assist you with creating a new user account, or providing you with a service as examples

We will ensure to only use this information so far as it is required to deliver our services or by law. For the avoidance of doubt, this may include us sharing this information with organisations and individuals whom we have contracted in order to deliver that service, including but not limited to trusted partners employed by us

In providing us with such information, you are confirming that you have the consent of the person or entity to which it relates to share this information with us

In all cases, we will take all reasonable and appropriate measures to ensure that the information provided:

- ✚ Is used only for the purpose for which it has been provided
- ✚ Is stored securely and only for as long as is necessary for effective delivery of our services
- ✚ Will not be shared with any other person or organisation without consent
- ✚ Is accessible, retrievable, correctable and removable throughout the period that it is retained

Company Information

Hamilton House

7 Isis Business Centre

Pony Road

Oxford

OX4 2RD

Main Telephone Number 01865 598 100 (Local call rate number 03300 536 220)

Sales Enquiries – sales@firstline-it.com

Technical Support – support@firstline-it.com

Accounts Enquiries – accounts@firstline-it.com

