

Data Protection Policy

We will use the lawful basis of 'legitimate interests' to use one or more of the contact details supplied to contact you regarding our services, including, for example, your contract, security best practice and other relevant information. You will always be offered the option to change your contact preferences or unsubscribe. If you do not want us to use your data in this way, please contact info@ncs.cloud

We process personal information for certain legitimate business purposes, which include some or all of the following:

- Where the processing enables us to enhance, modify, personalise or otherwise improve our services/communications for the benefit of our customers
- To enhance the security of your network and information systems
- To better understand how people interact with our website
- To provide postal communications which we think will be of interest to you
- To determine the effectiveness of promotional campaigns and advertising

Whenever we process data for these purposes we will ensure that we always keep your personal data rights in high regard and take account of these rights. You have the right to object to this processing if you wish and if you wish to do so please contact info@ncs.cloud. Please bear in mind that if you object this may affect our ability to carry out the tasks above for your benefit.

Purpose of data held

Data may be held by us for the following purposes:

1. Staff Administration
2. Accounts & Records
3. Advertising, Marketing & Public Relations
4. Information administration
5. Research

Data Protection Principles

NCS IT Ltd are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. We must ensure that we have:

1. Fairly and lawfully processed personal data

The data we hold about you is the information supplied when signing up to receive communications from us or the company details and account details supplied when you entered into a business contract with us. We will keep your data until you request for us to remove your data or a period of time after your contract with us ends subject to any legal requirements.

2. **Processed for limited purpose**

We will not use data for a purpose other than those agreed by data subjects. If the data held by us are requested by external organisations for any reason, this will only be passed if data subjects agree unless we are under a legal or regulatory obligation to do so. Also, external organisations must state the purpose of processing, agree not to copy the data for further use and sign a contract agreeing to abide by The Data Protection Act 1998 and our Data Protection Policy.

3. **Adequate, relevant and not excessive**

NCS will monitor the data held for our purposes, ensuring we hold neither too much nor too little data in respect of the individuals about whom the data are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed. We do not hold your date of birth, home address (unless your place of work is your home) or your credit card details.

4. **Accurate and up-to-date**

All amendments you send to us will be made immediately and data no longer required will be deleted or destroyed. It is the responsibility of individuals and organisations to ensure the data held by us are accurate and up-to-date. It is the responsibility of NCS to act upon notification of changes to data, amending them where relevant. We discourage the retention of data for longer than it is required.

5. **Processed in accordance with the individual's rights**

All individuals that we hold data on have the right to:

- Be informed upon the request of all the information held about them within 40 days.
- Prevent the processing of their data for the purpose of direct marketing.
- The removal and correction of any inaccurate data about them.

6. **Secure**

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

Please feel free to contact us with any comments, questions, complaints or suggestions you might have regarding the information or practices described in this Policy. You may contact us by sending a message to: info@ncs.cloud or write to us at NCS IT Ltd, St John's Court, Bacup Road, Rawtenstall, Lancashire BB4 7PA.

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