**GDPR Policy IT’s Easy Software Training Ltd Company number 4551291**

IT’s Easy Training is a training company delivering computer-based software and management training to businesses and individuals across the country. We are a data controller as referred to in General Data Protection Regulation (GDPR) guidelines. We aim to comply with GDPR effective as of the 25th of May 2018.

## Information we hold

**Data collected by us is as follows:**

Name, email, invoice address, website, telephone number and business sector.

**Your Data is used for:**

**Invoicing**

Personal or business details will appear on invoices sent to you or your organisation. Your data is used to process your booking.

**Marketing**

Your details may be used to contact you about additional training requirement or needs. Your data may be used to inform you that there are new training support videos online that may be of interest to you and as a support to your training.

Business sector information is used for internal purposes only and helps identify where our main client base sits.

**Cookies**

We do not use cookies

**Third parties**

No data is passed to third party organisations.

## Data breaches

**Security**

Your data is secured on a password protected computer within a database. The database is stored on a secure server with password protected access.

## Privacy by Design

We aim to make sure that your data is used for the purpose it was given. You will not be contacted by marketing emails without your prior consent.

We will only contact you regarding your enquiry or training events previously discussed or arranged. You have the option to cancel any consent at any time using the procedure listed below. We will remove you and stop contacting you from that time onwards.

**Staff Training**

All staff are made aware of the GDPR policy and any changes to it. Staff are aware of data security and the threat from hackers.

**Data Breech**

If in the unlikely event your data is breeched by a third-party operative you will be informed via the contact details we hold for you as soon as possible after the breech was discovered, but within the time frame stated in the GDPR guidelines, which is currently 72 hours.

## Subject access requests

**Your Information**

You can request a copy of your information which we hold. If you would like a copy of some or all of it, please: email, call or write to us. We require ID from you, any of the following forms of ID will suffice: Passport, driving license or a utility bill. As per the GDPR we will respond within one month of your request.

**Mistakes**

If you find any mistakes in data that we hold you can change the data we hold by writing or contacting us with the correction.

**Removal from our database**

You have the right to tell us to stop contacting you with marketing material and remove your details, to do so follow the same procedure as the information request option above and we will remove your data.

**How to contact us**

Please contact us if you have any questions about this policy. If you wish to contact us, please send an email to [steve@itseasy.co.uk](mailto:steve@itseasy.co.uk)

**Update**

This policy may change from time to time to ensure you have the most up to date policy check the policy link at [www.itseasy.co.uk](http://www.itseasy.co.uk)