

TechByte IT Solutions Ltd. – Privacy Policy

Effective Date: 16/06/25

Last Updated: 16/06/25

TechByte IT Solutions (TBITS) is committed to protecting and respecting your privacy. This Privacy Policy explains how TBITS collects, uses, discloses, and protects your personal data, in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Who We Are

TechByte IT Solutions (TBITS) is an IT consultancy company based in the United Kingdom, providing IT services and support to businesses and individuals.

Our contact details are:

Address: [Insert Company Address]

Email: [Insert Contact Email]

Phone: [Insert Contact Number]

ICO Registration Number: [Insert Registration Number]

2. What Personal Data We Collect

TBITS may collect and process the following categories of personal data:

Identity Data: Full name, job title, company name

Contact Data: Business or personal email address, phone number, postal address

Technical Data: IP address, login data, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform

Usage Data: Information about how you use our website, services and systems

Marketing and Communications Data: Preferences for receiving marketing from us

3. How We Collect Your Data

We collect data through:

Direct interactions (e.g., contacting us, using our services)

Automated technologies (e.g., cookies, server logs)

Third parties and publicly available sources (e.g., business directories, referrals)

4. Lawful Basis for Processing

TBITS processes personal data under the following lawful bases as defined by UK GDPR:

Consent: Where you have given clear consent for processing

Contractual necessity: To perform a contract or pre-contractual measures

Legal obligation: To comply with legal or regulatory requirements

Legitimate interests: For the operation of our business, provided your rights and freedoms are not overridden

5. How We Use Your Data

TBITS uses personal data to:

Provide IT consultancy and support services

Manage client relationships and deliver contractual services

Respond to enquiries and service requests

Improve our website, services, and customer experience

Comply with legal obligations

Send relevant updates and marketing (with your consent)

6. Sharing Your Data

We do not sell your personal data. TBITS may share your data with:

Service providers and business partners under contract

Legal, regulatory or government bodies as required by law

Subcontractors or consultants engaged in providing our services (under strict confidentiality agreements)

All third parties are required to respect the security of your data and treat it in accordance with the law.

7. International Data Transfers

Your data may be transferred outside the UK. When this occurs, TBITS ensures that appropriate safeguards are in place, such as:

Adequacy decisions (countries deemed to have equivalent data protection)

Standard contractual clauses approved by the UK ICO

8. Data Retention

TBITS retains personal data only for as long as necessary to fulfil the purposes we collected it for, including legal, accounting, or reporting requirements. Data will be securely deleted when no longer required.

9. Your Data Protection Rights

- Under the UK GDPR, you have the following rights:
- Right to access your data
- Right to rectification of inaccurate data
- Right to erasure ('right to be forgotten')
- Right to restrict processing
- Right to data portability
- Right to object to processing
- Right not to be subject to automated decision-making
- To exercise any of these rights, please contact us using the details in section 1.

10. Security of Your Data

TBITS takes data security seriously and has implemented appropriate technical and organisational measures to prevent unauthorised access, use, or disclosure of your personal data.

11. Cookies and Website Tracking

Our website uses cookies and similar technologies to enhance your experience and analyses traffic. You can control cookie settings via your browser. Please refer to our Cookie Policy for more details.

12. Marketing Communications

Where you have provided consent, TBITS may send you marketing communications. You can opt out at any time by clicking the unsubscribe link in our emails or contacting us directly.

13. Complaints

If you are unhappy with how TBITS handles your personal data, please contact us first. You also have the right to lodge a complaint with the UK's Information Commissioner's Office (ICO):

Website: <https://ico.org.uk/>

Phone: 0303 123 1113

14. Updates to This Policy

We may update this Privacy Policy from time to time. The latest version will always be available on our website. Material changes will be notified directly where appropriate.

15. Contact Us

For any questions or concerns about this Privacy Policy or how TBITS handles your data, please contact:

techbyte-itsolutions@outlook.com