

# **General Data Protection Regulation (GDPR)**

## **Compaid Computer Services - Privacy Notice**

### **Information Held**

Names, company telephone numbers and company email addresses of those individuals who use the support services provided by Compaid – this information is obtained from contact with those individuals requesting support

No other personal information in respect of these individuals whatsoever is held

### **Information Sharing**

No information held regarding any individual is, or will be, shared with any other organisation

No information held regarding any individual is, or will be, used for any marketing activities whatsoever

### **Information Retention and Deletion**

Information held for any individual will be retained until Compaid is notified or becomes aware that said individual no longer requires support, at which time the information held will be deleted from Compaid's computer system

Individual emails regarding support issues are held for approximately six months for reference purposes, after which time they are deleted

### **Individual's Rights**

If any individual wishes to have the information held for them by Compaid removed from Compaid's computer system they should notify this business in writing or by email

If any individual wishes to know exactly what information is held for them they should contact this business in writing or by email, however, no information other than that identified above is held

Contact details:

Compaid Computer Services  
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Caversham  
Reading  
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Or email: [davidlees@compaid.info](mailto:davidlees@compaid.info)