



MJM Software Ltd t/a
Rayleigh Computer Shop
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sales@rayleighcomputershop.co.uk

Registered with the Information Commissioner's Office under Registration Reference ZA350154

Privacy Policy

How do you use my Personal Data?

1. The main purpose is being able to contact you during the work being carried out and to inform you once the work has been completed. Once your 'job' has been finished, the paper record will be stored electronically for 12 months with all passwords hidden and the paper copy subsequently shredded. This is stored just in case any further issues arise and can be referred to if necessary.
2. All paper copies of Sales Receipts are stored for financial regulations and duly held until such time they are deemed to be destroyed.
3. Upon your consent, we shall contact you in 12 months time for a reminder that your annual 'PC Health Check and BullGuard Security Renewal' is due. This is recorded on our Booking Form.

What Personal Data do you hold on Record?

This shall include your name, address, telephone numbers, email address, and preferred method of contact.

How do you store my Personal Data?

All Personal Data is kept confidential within our organisation under a strict password encrypted database with restricted access procedures.

Do you share my Personal Data with any 3rd Party Organisations?

Your Personal Data is not made available to any third parties and only used by us in the purpose of providing you with our services.

Can I request for the Personal Data you hold or request it to be deleted?

At any given time you may inform us if you wish to make a request for your Personal Data we hold on you or if you so wish to have this information deleted from our records.

We will comply with all such requests within a 1 month period from the initial request date.

What changes can I expect to see?

All that you will need to do is to 'OPT IN' on our booking form, if you wish for us to continue to contact you in the future by the requested contact method.

For your information

We never communicate any marketing or sales communications, we purely contact you for legitimate reasons as to regards when your next annual 'PC Health Check and BullGuard Security Renewal' is due. If you do not return to our business within 13 months, all information held will be deleted.