

Alderhill Digital Ltd Privacy Policy

Our contact details

Name: Alderhill Digital Ltd

Address: 1 Hillman's Court, Coleraine, BT52 2DF

Phone Number: 02870400955

E-mail: info@alderhilldigital.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Name including first name, last name and title
- Contact information including business address, phone number and email address

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To contact you with reference to business activities being conducted between yourself and Alderhill Digital Ltd

We also receive personal information indirectly, from the following sources in the following scenarios:

- Organisations administering business support and business growth programming including but not limited to:
 - o Northern Ireland local councils
 - o Innovate NI
- Organisations administering training programmes and education courses including but not limited to:
 - o Ulster University
 - o Coding Fury Ltd

We use the information that you have given us in order to contact you with reference to business activities being conducted between the associated organisation and Alderhill Digital

We do not share this information with other organisations or persons without prior consent from yourself or the organisation administering your information.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@alderhilldigital.co.uk

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep names and contact information indefinitely unless requested to dispose of the information. We will then dispose of your information by erasing electronic instances from various internal sources including but not limited to:

- Email services
- Document management
- Long term electronic storage

Paper-based copies of personal information will either be destroyed or, where destroying information is not possible, the information will be irrevocably redacted.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@alderhilldigital.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@alderhilldigital.co.uk or by post to Alderhill Digital Ltd, 1 Hillman's Court, Coleraine, BT52 2DF.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>