

Privacy Notice:

**The website for Secure Tech Systems Ltd is committed to protecting and respecting your privacy in compliance with the General Data Protection Regulation (GDPR).**

Our Privacy Notice explains when and why we collect personal information about people who visit our website, how we use that information, the conditions under which we may disclose information to others with your consent and how we keep information secure.

We may change our Privacy Notice from time to time so please check this page periodically to ensure that you're happy with any changes. By using our website, you agree to be bound by this Notice.

Any questions regarding this Privacy Notice and our privacy practices should be sent via our website contact form.

## **WHO ARE WE?**

Secure Tech Systems Ltd is a tech security system company based in Maidstone, Kent who install CCTV, intruder alarms, intercom systems, any access control system and electronic gates.

## **HOW DO WE COLLECT PERSONAL INFORMATION ABOUT YOU?**

We obtain information about you when you submit personal information on our website contact form, and/or send us an email, and/or call us on the telephone number provided on our website.

## **WHAT TYPE OF PERSONAL INFORMATION IS COLLECTED FROM YOU?**

The personal information we collect might include your name, email address, postal address, phone number and other information that you consent to be provided on our website contact form or when we collect information from you via telephone.

## **WHAT IS THE LEGAL BASIS FOR THE PROCESSING OF PERSONAL INFORMATION**

You provide your consent for the processing of your personal information when you submit personal information on our website contact form, and/or send us an email, and/or call us on the telephone number provided on our website.

## **HOW IS YOUR PERSONAL INFORMATION USED?**

*We may use your information to:*

- to carry out our obligations arising from any agreements entered between you and Secure Tech Systems Ltd, such as sending you business correspondence.
- seek your feedback on the services we provide;
- notify you of relevant changes to our services;
- send you communications which you have requested and that may be of interest to you for legitimate business purposes.

## **HOW LONG DO WE RETAIN YOUR INFORMATION?**

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations, such as records that we keep for HM Revenue and Customs.

We will hold your personal information on our systems for as long as is necessary for the relevant activity, or if is set out in any relevant contract you hold with Secure Tech Systems Ltd.

## **WHO HAS ACCESS TO YOUR INFORMATION?**

- We will not sell or rent your information to third-parties
- We will not share your information with third parties for marketing purposes

Third-Party Service Providers working on our behalf: We may pass your information to our third-party service providers, agents, subcontractors and other associated organisations, for the purposes of completing tasks and providing services to you on our behalf such as the Post Office, couriers or delivery services. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

Please be reassured that we will not release your information to third parties beyond the Secure Tech Systems Ltd network for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

## **YOUR RIGHTS**

You are afforded certain data subject rights relative to the personal information we collect from you in our capacity as a data controller. While we process your personal information under consent, you can withdraw your consent at any time by using the contact form on our website.

Your withdrawal of your consent will not affect the lawfulness of the processing of your personal information for the time period where you provided consent.

As a data subject, you also have the right to request access to your personal information, to request that it is erased, or that its processing is restricted, or that any inaccurate personal information is rectified though there are exemptions if the information is required by law to be published. You also have the right to object to the processing of your personal information, or in some circumstances to obtain a copy of the personal information in machine readable format. Any such request should be submitted in writing to our customer service team.

You also have the right to complain about the use your personal information to the local supervisory authority, which in the UK is the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)). You can contact them by calling 0303 123 1113. Or go online to [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) (opens in a new window; please note we can't be responsible for the content of external websites).

Or you can write to them at:

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

## **HOW CAN YOU ACCESS AND UPDATE YOUR INFORMATION?**

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please notify us via our website [contact form](#).

You have the right to ask for a copy of the information that we hold about you. Please submit your request in writing via our website [contact form](#).

## **SECURITY PRECAUTIONS IN PLACE TO PROTECT THE LOSS, MISUSE OR ALTERATION OF YOUR INFORMATION**

When you give us personal information, we take steps to ensure that it's treated securely. Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we take great care to protect your

personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

## **USE OF COOKIES**

Like many other websites, [info@stsystems.uk](mailto:info@stsystems.uk) uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. While cookies collect statistical data about your browsing actions and patterns, they do not identify you as an individual. This helps us to improve our website and deliver a better more personalised web user experience.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit our full cookies policy. Turning cookies off may result in a loss of functionality when using our website.

For more information about how we use Cookies, click [here](#).

## **LINKS TO OTHER WEBSITES**

Our website may contain links to other websites run by other organisations. This Privacy Notice applies only to the Secure Tech Systems Ltd website, so we encourage you to read the privacy statements on the other websites you visit. Secure Tech Systems Ltd cannot be held responsible for the privacy notices and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party website, [info@stsystems.uk](mailto:info@stsystems.uk) cannot be held responsible for the privacy notices and practices of the owners and operators of that third-party site and recommend that you check the privacy notice of that third-party site.

## **16 OR UNDER?**

We are dedicated to protecting the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

## **TRANSFERRING YOUR INFORMATION OUTSIDE OF EUROPE**

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the United Kingdom and/or the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in

a country outside of the UK and/or EU. These countries may not have similar data protection laws to the UK.

By submitting your personal data, you agree to this transfer, storing or processing. If we transfer your information outside of the UK and/or EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Privacy Notice. Currently, our servers are located within the European Union and the United States. Any international data transfers of your personal information are conducted with your consent.

If you use our services while you are outside the UK and/or EU, your information may be transferred outside the EU to provide you with those services.

### **ANY QUESTIONS?**

If you have a question, of any type, about the Secure Tech Systems Ltd website or if you would like to know more about how we process your personal information, please e-mail: [info@stsystems.uk](mailto:info@stsystems.uk).

We welcome your views about the website and our Privacy Notice. You can contact us with any queries, complaints, or comments.

### **HOW TO CONTACT SECURE TECH SYSTEMS LTD**

Email: [info@stsystems.uk](mailto:info@stsystems.uk)

Tel: 01622 278870

Postal Address: 20 Caring Lane, Bearsted, Maidstone, Kent, ME14 4NJ UK

Review of this notice: Secure Tech Systems Ltd keeps this Privacy Notice under regular review.

This Privacy Notice was last updated in September 2024.