

Privacy Policy

Focused IT Limited ("we", "us", "our") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website [www.focusedit.co.uk], use our services, or engage with us in other ways. Please read this policy carefully to understand our views and practices regarding your personal data and how we will treat it.

Information we collect

We may collect and process the following data about you:

Information You Provide to Us

- **Personal Identification Information:** Name, email address, phone number, address, job title, company name, and any other information you provide by filling in forms on our site, subscribing to our services, or corresponding with us by phone, email, or otherwise.
- **Payment Information:** Billing address and bank account details for payments.

Information We Collect Automatically

- **Technical Data:** IP address, 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, products, and services.

Information from Third Parties

- **Third-Party Services:** Information we receive about you if you use any of the other websites we operate or the other services we provide.

How we use your information

We use the information we collect in the following ways:

- **To Provide and Improve Our Services:** To deliver the services you request, process transactions, manage your account, and improve our offerings.
- **To Communicate with You:** To send you updates, newsletters, and other information that may be of interest to you. To respond to your inquiries and provide customer support.
- **To Personalize Your Experience:** To tailor content and advertisements to your interests and enhance your experience on our site.

- **To Ensure Security and Compliance:** To protect our rights, property, or safety, as well as that of our users and others. To comply with legal obligations and industry standards.

How we share your information

We do not sell, trade, or otherwise transfer to outside parties your Personally Identifiable Information except in the following circumstances:

- **With Your Consent:** We may share your information with third parties if you have given us your explicit consent to do so.
- **Service Providers:** We may disclose your information to our trusted service providers who assist us in operating our website, conducting our business, or providing services to you, so long as those parties agree to keep this information confidential.
- **Legal Requirements:** We may disclose your information if required to do so by law or in response to valid requests by public authorities.

Data Security

We implement a variety of security measures to maintain the safety of your personal information. These measures include encryption, access controls, and secure data storage solutions.

Data Retention

We will retain your personal information only for as long as necessary to fulfill the purposes for which we collected it, including to comply with any legal, accounting, or reporting requirements.

Your Rights

You have the following rights regarding your personal data:

- **Access:** You have the right to request access to the personal data we hold about you.
- **Rectification:** You have the right to request that we correct any inaccuracies in your personal data.
- **Erasure:** You have the right to request that we delete your personal data.
- **Restriction:** You have the right to request that we restrict the processing of your personal data.

- **Data Portability:** You have the right to request a copy of your personal data in a structured, commonly used, and machine-readable format.
- **Objection:** You have the right to object to the processing of your personal data.

To exercise any of these rights, please contact us at support@focusedit.co.uk.

Changes to this Privacy Policy

We may update this Privacy Policy from time to time. Any changes we make will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our Privacy Policy.

Contact information

If you have any questions, concerns, complaints or our data practices with respect to this Privacy Notice, the way Focused IT Limited is handling your privacy please contact at:

Focused IT Limited
Anley Street
St Helier
01534 780852

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