

Fast Systems Consultants Limited

General Data Protection Regulations - Privacy Notice

<p>The personal data held by us</p>	<p>Depending on the services you use, the data we hold are:</p> <ol style="list-style-type: none"> 1. Names, addresses, telephone numbers, email addresses and IP addresses 2. Stored data generated by the user 3. Emails and email addresses 4. Telephone logs and call recordings 5. Customer billing information 6. Customer account information
<p>Where your personal data is stored</p>	<p>Depending on the services you use, your data is stored:</p> <ol style="list-style-type: none"> 1. On customers' IT systems or customers' cloud storage facilities ⁱ 2. Fast Systems cloud storage facilities ⁱⁱ 3. Fast Systems local storage facilities (temporary) 4. For telephone data, at Gamma ⁱⁱⁱ 5. For call billing data, at Redware ^{iv} 6. For accounts data, at QuickBooks^v
<p>The use we make of your personal data</p>	<p>The uses we make of this data are:</p> <ol style="list-style-type: none"> 1. To provide customers with access to the data they create 2. To enable us to carry out maintenance on customers' IT systems 3. To provide backup for customers' data 4. To enable us to bill our customers
<p>Uses we <u>do not</u> make of your personal data</p>	<p>Uses we <u>do not</u> make of your personal data are:</p> <ol style="list-style-type: none"> 1. We do not share your personal data 2. We do not collect personal data about our customers from sources other than the customer 3. We do not aggregate your personal data 4. We do not transfer your personal data outside the EEA
<p>Our legal basis for processing your personal data</p>	<p>All data processing carried out by ourselves is carried out on the basis of the consent provided by customers in accordance with our contracts with our customers and instructions provided to us by our customers.</p>

How we protect your personal data	We use technical and administrative security measures to reduce the risks of loss, misuse, unauthorised access, disclosure and alteration. Some of the safeguards we use are; firewalls and data encryption and information access authorisation controls including password protection and dual authorisation access.
Accessing, correcting and deleting your personal data	Personal data processed by us is accessible to our customers on the basis of their ordinary access to their IT and telephone systems. Any request to access, correct or delete our customers personal data can be addressed to our data controller.
How long do we hold your personal data	We retain your personal data for so long as is necessary to enable us to perform our duties under our contracts with our customers and the instructions provided by them.
Our data controller	Our data controller is Mat Gibbins

8 May 2018

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- i Typically, Microsoft Office 365
 - ii Coreix Limited, Fourth Floor, Refuge House, 9-10 River Front, Enfield EN1 3SZ
 - iii Gamma Telecom Limited, Kings House, Kings Road West, Newbury, RG14 5BY
 - iv Redware Research Limited, 32 Welbeck Ave, Hove BN3 4JL
 - v Quickbooks, 1 Cathedral Piazza, London, SW1E 5BP