

# Privacy policy

**Weald Computer Maintenance Ltd trading as Weald IT**

Co Reg UK 2321033

Reg Office – 5, Horsted Square, Bellbrook Ind Est, Uckfield, East Sussex, TN22 1QG.

This policy together with our Terms of Website Use (and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By submitting personal data to us, you agree to us using your data as follows.

**“Data Protection Law”** means any laws applicable to you or Weald, relating to data security, data protection and/or privacy, including Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to processing of Personal Data and the free movement of that data (“GDPR”).

**“Personal Data”** means any information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified directly or indirectly by referencing an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person

Let’s make it easy for those who don’t want to read the whole thing and prefer easy to read language.

1. We won’t sell your data
2. We won’t share your data
3. We won’t do random email “marketing” or telesales.
4. We won’t contact you about anything but the things you use us for.
5. Your data is secure – we have ISO27001 and will take all reasonable steps to ensure security.
6. Provider Access - We might have access to your data as part of our job as a service\*\*
7. We will comply with requests to provide personal data and removal of the same.
8. We will sign NDA’s where clients want us to.
9. If there is no NDA in place, please see section [“Confidentiality”](#) below.

\*\*we undertake that we will not process or access the client’s data without instruction or agreement from the client. We are willing to sign a contract to state what we have access to and why in relation to a client’s personal data. For example, this might be the updating of a Payroll system for which we need a username and password for testing purposes.

Now, on with the specifics:

## VISITORS TO OUR WEB SITE

When someone visits [www.wealdcomputers.com](http://www.wealdcomputers.com) we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

## PEOPLE WHO CALL OUR SUPPORT DESK AND HAVE A CONTRACT WITH US

Weald offers various products and services.

We must hold the details of the people who have requested the service to provide it. However, we only use these details to provide the service the person has requested and for other closely related purposes. For example, we might use information about people who have requested a publication to carry out a survey to find out if they are happy with the level of service they received.

### Privacy and Data Protection

Each party will comply with [Data Protection Law](#) (as defined at the start of this policy).

Weald Computer Maintenance Ltd (Weald IT) will:

- (1) not use or share Personal Data received from the other party (or its customers) for a purpose for which it has not obtained consent;
- (2) establish independent procedures for managing and responding to any communication from a customer seeking to exercise its rights under Data Protection Laws;
- (3) provide reasonable assistance to the other in responding to any requests, investigation, consultation, or claims from a customer, regulator, or supervisory authority concerning Data Protection Law;
- (4) take appropriate security measures that are required by Data Protection Law, and in accordance with good industry practice relating to data security;
- (5) refrain from transmitting unsolicited commercial communications in any manner that would violate applicable laws.

**“Data Protection Law”** means any laws applicable to you or Weald, relating to data security, data protection and/or privacy, including Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to processing of Personal Data and the free movement of that data (“GDPR”).

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In the event of a conflict between this Section 5 (Privacy and Data Protection) and Section 6 (Mutual Confidentiality), the Section that offers greater protection for Personal Data will apply.

### Confidentiality

Weald will treat all confidential information exchanged between the parties under this Agreement in accordance with the separate nondisclosure agreement (“NDA”) executed by the parties. If no separate NDA is in effect, the following provisions apply to the parties’ exchange of confidential

information: “Confidential Information” means a party's non-public information, know-how, or trade secrets that:

- the party designates as being confidential, or
- given the nature of the disclosure or circumstances surrounding the disclosure, the receiving party should treat as confidential.
- neither party will disclose the other party's Confidential Information to any third party except as permitted in the section titled “Disclosure of your information” on page 5.
- the receiving party will not be liable for disclosure of information which: (i) it already knew without an obligation to maintain the information as confidential; (ii) it received from a third party without breach of an obligation of confidentiality owed to the other party; (iii) it independently developed; or (iv) becomes publicly known through no wrongful act of the receiving party.
- the receiving party may disclose the other's Confidential Information to its Affiliates and Representatives. The receiving party remains responsible for any unauthorized use or disclosure. These disclosures may be made only on a need-to-know basis, subject to the obligations of this Section 6. The receiving party is responsible for its Affiliates' and Representatives' compliance with this Section 6. “Representative” means an employee, contractor, advisor, or consultant of a Party or its Affiliates. “Affiliate” means any legal entity that owns, is owned by, or is commonly owned with a party and “own” means having more than 50% ownership or the right to direct the management of the entity.
- neither party is required to restrict work assignments of employees who have had access to Confidential Information. Neither party can control the incoming information the other will disclose during working together, or what its employees will remember, even without notes or other aids. Use of Confidential Information in such employees' unaided memories in the development or deployment of each party's respective products or services does not create liability under the Agreement.
- if either party is required by a court order or other laws to disclose the other party's confidential information, prior to disclosure, the disclosing party must seek the highest level of protection and give the other party reasonable prior notice when possible to allow it to seek a protective order.
- except as permitted above or required by applicable law, neither party will disclose the other party's confidential information for five years after receiving such confidential information.

## JOB APPLICANTS, CURRENT AND FORMER WEALD EMPLOYEES

### What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

### What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

### Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.

### Assessments

We might ask you to participate in assessments; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by Weald

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

### Conditional offer

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

Proof of your identity – you will be asked to attend our office with original documents, we will take copies.

Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.

We will contact your referees, using the details you provide in your application, directly to obtain references

We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work. This is done through a data processor (please see below).

If we make a final offer, we will also ask you for the following:

Bank details – to process salary payments

Emergency contact details – so we know who to contact in case you have an emergency at work

## Use of data processors

Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

## Where we store your personal data

The data that we collect from you may be transferred to, and stored on Office 365, OneDrive and Weald's local servers based in the UK. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent un-authorised access.

### Uses made of the information

We use information held about you in the following ways:

- To contact you about the matter you asked us to contact us about.
- To ensure that content from our site is presented in the most effective manner for you and for your computer.
- To provide you with information, products or services that you request from us.
- To carry out our obligations arising from any contracts entered into between you and us.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service.

## Disclosure of your information

We may disclose your personal information to third parties:

- If we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If we are under a duty to disclose or share your personal data to comply with any legal obligation, or to enforce or apply our Terms of Use or terms and conditions of membership and other agreements; or to protect the rights, property, or safety of us or any of our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## Access to personal information

Weald tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you, we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to the Weald for any personal information we may hold you need to put the request in writing addressing it to our Information Governance department or writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Information Governance department.

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by contact us at [accounts@wealdcomputers.com](mailto:accounts@wealdcomputers.com)

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

## Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [accounts@wealdcomputers.com](mailto:accounts@wealdcomputers.com)

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