

## Privacy Policy

**Mooncomputers Limited** (Registered number **04509176**, VAT number **0793319109**), whose registered office is at 3 Warren Yard, Warren Park, Stratford Road, Milton Keynes MK12 5NW knows that you care how information about you is used and shared and we appreciate your trust in us to do that carefully and sensibly. This notice describes our Privacy Policy and forms part of our terms and conditions.

We believe that it is important to protect your Personal Data (as defined in the Data Protection Act 1998) and we are committed to giving you a personalised service that meets your needs in a way that also protects your privacy. This Privacy Policy explains how we may collect Personal Data about you. It also explains some of the security measures we take to protect your Personal Data and tells you certain things we will do and not do.

For the purpose of the Data Protection Act 1998 and, from 25th May 2018, the General Data Protection Regulation (together being the "**Data Protection Laws**"), the data controller is Mooncomputers Ltd.

By accepting our Terms or by visiting [www.moon.co.it](http://www.moon.co.it) ("the website") you are accepting and consenting to the practices described in this Privacy Policy. Should you wish to print a copy of this Privacy Policy for future reference, press Ctrl + P to do so.

Mooncomputers is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Mooncomputers may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

This policy is effective from May 2018.

The **Data Protection** Act 1998 (DPA) requires that information about an individual be kept confidential, unless that person has given permission for it to be disclosed. This scheme is not intended to provide access to personal information under the Data Protection Act.



[www.moon.co.it](http://www.moon.co.it)

mooncomputers Ltd., 3 Prospect Court, Courteenhall Road, Blisworth, Northamptonshire NN7 3DG  
Tel: 01604 879330 | Email: [gdpr@moon.co.it](mailto:gdpr@moon.co.it) Vat no. 0793 3191 09 – Company no. 4509176  
Registered Address: 3 Warren Yard, Warren Park, Stratford Road, Milton Keynes MK12 5NW

**What we collect** We may collect the following information from customers and legitimate interests:

- name and job title
- contact information including email address
- demographic information such as business address and postcode
- other information relevant to customer offers

Legitimate interest would generally be a local SME business, within a 75 mile radius of our trading address with 1-100 members of staff, likely to be interested in the products and services we offer.

We do not anticipate collecting any 'sensitive personal data' from you, within the meaning of the Data Protection Act 1998, or a 'special category of personal data' within the meaning of the General Data Protection Regulation of 2018.

**What we do with the information we gather** We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information from this business which we think you may find interesting using the email address provided.

**How long we hold information** The GDPR (General Data Protection Regulation) states that personal data we hold shall be kept for no longer than is necessary for the purposes for which it is being processed.

The period for which the personal data is stored by **mooncomputers** is limited to a strict minimum and time limits of 12 months are established for a periodic review of the records by the data controller (referred to as erasure in the GDPR).

**Security** We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information with Cyber Essentials™ providing certification of secure data holding for our managed systems. All data held in Cloud Services we provide for business or client is held within the UK.



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**Controlling your personal information** You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to us or emailing us at [gdpr@moon.co.it](mailto:gdpr@moon.co.it)

We will not sell, distribute or lease your personal information to third parties.

If you believe that any information we are holding on you is incorrect or incomplete, please write to us or email us as soon as possible at [gdpr@moon.co.it](mailto:gdpr@moon.co.it) We will promptly correct any information found to be incorrect.

**Your Rights** The Data Protection Laws give you the right to access information held about you. Your right of access can be exercised in accordance with the Act. An Access Request may be subject to an administrative fee to meet our costs in providing you with details of the information we hold about you. You additionally have the right to ask for your Personal Data to be deleted, sometimes known as the 'Right to Erasure'. Please contact us using the details set out above or write to GDPR, Mooncomputers Ltd., 3 Prospect Court, Courteenhall Road, Blisworth, Northants NN7 3DG if you wish to exercise any of those rights and we will be happy to assist.

You also have the right to make a complaint to the Information Commissioner's Office, from 25<sup>th</sup> May 2018 known as the Data Protection Authority if you are unhappy about how we have dealt with your Personal Data. You can find the Information Commissioner's Office's website at <https://ico.org.uk>



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