



Website Privacy Policy – 19th May 2018

This privacy policy tells you about the information we collect from you when you use our website. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Who are we?

We are Solutions In I.T. Limited. Our address is Harborough Innovation Centre, Airfield Business Park, Leicester Road, Market Harborough, Leicestershire. LE16 7WB. You can contact us by post at the above address, by email at info@solutionsinit.com or by telephone on **0845 009 4588**.

We are not required to have a data protection officer, so any enquiries about our use of your personal data should be addressed to the contact details above.

How we use your information

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When you use our website

When you use our website to browse our products and services and view the information we make available, a number of cookies are used by us and by third parties to allow the website to function, to collect useful information about visitors and to help to make your user experience better.

Some of the cookies we use are strictly necessary for our website to function, and we don't ask for your consent to place these on your computer. These cookies are shown below.

Cookie Name	Purpose	Further Information
PHPSESSID	Preserves user session state across page requests.	Expires with the session

Statistic cookies help website owners to understand how visitors interact with websites by collecting and reporting information anonymously.

Cookie Name	Purpose	Further Information
@ @History/@ @scroll #	Twitter.com	Expiry: Persistent
@ @History/@ @scroll #	Youtube.com	Expiry: Persistent
_utma	Google Analytics	Collects data on the number of times a user has visited the website as well as the first and most recent dates. Expiry: 2 years
_utmb	Google Analytics	Registers a timestamp when a user visits the site. Expiry: Session
_utmc	Google Analytics	Registers a timestamp when the user leaves the site. Expiry: Session
_utmt	Server Speed	Used to throttle the speed of requests to the server. Expiry: Session
_utmz	Source location	Registers where the user came from, what search engine was used, what link was clicked and what search term was used. Expiry: 6 months

Marketing Cookies are used to track visitors across websites. The intention is to display ads that are relevant and engaging for the individual user and thereby more valuable for publishers and third-party advertisers.

Cookie Name	Purpose	Further Information
GPS	Youtube.com	Registers a unique ID on mobile devices to enable tracking based on geographical GPS location. Expiry: 179 days
VISITOR_INFO1_LIVE	Youtube.com	Tries to estimate the users' bandwidth on pages with integrated YouTube videos. Expiry: Session
YSC	Youtube.com	Registers a unique ID to keep statistics of what videos from YouTube the user has seen.

Unclassified cookies are cookies that we are in the process of classifying, together with the providers of individual cookies.

Cookie Name	Purpose	Further Information
cmp65905252		

For more information about our use of cookies, please see our [cookie policy](#).

When you submit an enquiry via our website

When you submit an enquiry via our website, we ask you for your name, company, contact telephone number and email address.

We use this information to respond to your query, including providing you with any requested information about our products and services. We may also email you several times after your enquiry in order to follow up on your interest and ensure that we have answered your it to your satisfaction. We will do this based on our legitimate interest in providing accurate information prior to a sale.

Your enquiry is stored and processed in the Solutions In I.T. CRM prospect management system against an existing or new company record. The data is used to provide specific updates on the chosen enquiry matter.

We do not use the information you provide to make any automated decisions that might affect you.

We keep enquiry emails for two years, after which they are securely archived and kept for seven years, when we delete them.

Secure login client areas of the website

Solutions In I.T. issue usernames and passwords to allow customers to gain access to a secure area of the web site. The lawful basis for this procedure is contractual. These details are held in the website content management system to enable this connection to take place. The CMS holds the name of the person, email address and password. This data will be retained until a request to remove is received.

Your rights as a data subject

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. If we have asked for your consent to process your personal data, you may withdraw that consent at any time.

If we are processing your personal data for reasons of consent or to fulfil a contract, you can ask us to give you a copy of the information in a machine-readable format so that you can transfer it to another provider.

If we are processing your personal data for reasons of consent or legitimate interest, you can request that your data be erased.

You have the right to ask us to stop using your information for a period of time if you believe we are not doing so lawfully.

Finally, in some circumstances you can ask us not to reach decisions affecting you using automated processing or profiling.

To submit a request regarding your personal data by email, post or telephone, please use the contact information provided above in the [Who Are We](#) section of this policy.

Your right to complain

If you have a complaint about our use of your information, we would prefer you to contact us directly in the first instance so that we can address your complaint. However, you can also contact the Information Commissioner's Office via their website at www.ico.org.uk/concerns or write to them at:

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

Updates to this privacy policy

We regularly review and, if appropriate, update this privacy policy from time to time, and as our services and use of personal data evolves. If we want to make use of your personal data in a way that we haven't previously identified, we will contact you to provide information about this and, if necessary, to ask for your consent.

We will update the version number and date of this document each time it is changed.