



SCC

# Art 13 Privacy Notice

simplify the complex.

Important Information: Specialist Computer Centres plc ("SCC") is a company registered in England under company number 01428210. Our registered office is James House, Warwick Road, Birmingham B11 2LE. For the purposes of data protection laws, we will be the data controller for certain personal data collected from you in the circumstances described below, and our Data Protection Officer can be contacted at [DPO@scc.com](mailto:DPO@scc.com)

### What information we collect

- Name
- Business Email Address
- Business Telephone/Mobile number

SCC respects your privacy and does not collect any personal contact information. In the event this is collected via our portal we ensure that all information is protected.

### What we use your information for:

SCC will use this information collected to contact you in support capacity for the services that we provide.

### What is the lawful condition we are using to process your information?

Article 6: Legitimate Interests

Article 9 : No Special Category Data to be collected.

### Who do we share your information with?

SCC will not share your information outside of the organisation.

### Do we transfer your information outside the UK or the EU?

No

### How long we keep your information

1 year from the date disclosed or the contract length for your SCC Services utilising the SCC Vision™ portal.

### Your rights

You have rights over how SCC uses your data, and unless your request to exercise those rights is complex or there are numerous requests, we will normally respond within one (1) month of receipt of your request.

Your rights include:

- **Access.** You have a right to know whether we hold personal information about you. Where this is the case, you can request a copy of your personal data held, as well as information about how it is being used. However, please note that your right of access is subject to limits, and we may not be able to provide you with all the requested information. Where this is the case, we will explain the reasons why. Your request will be responded to within one (1) calendar month of receipt.

Please note that we may require you to provide proof of identity before we are able to provide any information.

- **Rectification.** Where information held about you is inaccurate or incomplete, you may request its rectification or completion.
- **Erasure.** In certain circumstances, you may request your information to be erased (subject to conditions).
- **Restriction.** You have a right to ask us to restrict our use of your personal information in some circumstances, for example whilst we investigate a complaint that the data we hold about you is inaccurate (subject to conditions).
- **Portability.** In certain circumstances, you may request the movement, copy or transfer of your information (subject to conditions).
- **Object.** You have a right to object to the use of your information. Additionally, where we have used your information in pursuit of our legitimate interests, you can ask us to stop (subject to conditions).

Should you wish to exercise those rights, please contact our Data Protection Officer at [DPO@scc.com](mailto:DPO@scc.com)

**Complaints.** If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer at [DPO@scc.com](mailto:DPO@scc.com) who will investigate the matter. If you are dissatisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)).

## Security of your information

We apply technical and organisational security measures to protect your information and protect it from accidental or unlawful destruction, loss, alteration, or unauthorised disclosure. The security measures we apply vary depending on the type of data at stake, the reasons why we hold it and any specific risks.

The effectiveness of our security controls are assessed and verified periodically as part of our certification to ISO 27001, the International Standard for Information Security management, which applies to our whole business. We require all our staff and any third parties who carry out work on our behalf to comply with our security policies and appropriate compliance standards.

## Changes to this Privacy Notice

Any changes to this privacy notice will be communicated immediately, should SCC still be processing your personal data for the purposes outlined above.

If you have any questions, please contact the SCC Data Protection Officer on [DPO@scc.com](mailto:DPO@scc.com).



[scc.com](http://scc.com)