OH IT Services Privacy Policy

1. **Who is responsible for managing my information?**
   This website is owned and maintained by OH IT Services ("we" or "us"). We are responsible for the collection and proper management of any personal information you submit. We will keep your personal details secure and use the information you provide consistently with applicable privacy and data protection laws and the terms of this Privacy Policy.

2. **What information do we collect?**
   We may use contact forms to collect data such as your name or email address.
   We also collect website usage information. We do this using cookies (see section 7 below).

3. **How do we use your information?**
   The information you provide may be used in a number of ways, for example:
   a. to enable us to contact you, with your permission, with any information related to projects of interest;
   b. to personalise repeat visits to our website;
   c. to tell you about other products and services we think may be of interest to you (see section 5 below)];
   d. and to manage customer service queries.

4. **Who will we share your information with?**
   We will not share your information outside of OH IT Services without your prior permission.

5. **When can we contact you in the future?**
   We would like to send you information about our own products and services, as well as those of selected third parties. We will always ask you to confirm in advance that you are happy for us to contact you. If you would like to change any of your preferences relating to the way in which we may use your information for direct marketing, then please send an email to info@ohgroup.co.uk.

6. **How long will we hold your information for?**
   We have a system of retention periods in place to ensure that your information is only stored whilst it is required for the relevant purposes or to meet legal requirements. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

7. **Cookies**
   Our website does not use cookies to store information.

8. **How can you access and update your information?**
   You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the address below. Please note that we may charge a small administrative fee for the provision of this information. **OH**

IT Services, 64 New Cavendish Street, London, W1G 8TB. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

9. **How do we update this privacy policy?**
    We keep our privacy policy under regular review and we will place any updates on our webpage. This privacy policy was last updated on 1st May 2018.

10. **Who can you contact if you have queries about this privacy policy?**
    Please contact us if you have any questions about our privacy policy or information we hold about you. By email: info@ohgroup.co.uk. Or write to us at **Oughtred & Harrison IT Services,** Suite G, 1 Silvester Square, The Maltings, Hull, HU1 3HA