

Privacy Statement

Building Zones is committed to the principles of data privacy outlined in the General Data Protection Regulation (GDPR). This Privacy statement explains who we are, what personal information we have, what we do with it, who we share it with and how we ensure it is secure.

Who Are We?

Building Zones provides managed IT services 'with a difference'. Our focus is on helping our clients achieve technology success.

What Personal Data Do We Hold?

Building Zones holds personal contact data: full name, company, position, email address, mobile phone number and in some cases records of communication such as copy emails. In the case of clients, we also hold IP addresses for devices which are covered by our managed service.

How is the Data Used and Who is it Shared With?

1 Clients

We hold personal contact data and device information including IP addresses which is necessary to be able to deliver IT managed services. Such personal data will be held for a reasonable length of time based on documented instructions from clients, obligations to provide managed IT services outlined in our "Technology Success" Agreements, and legal requirements. Data will be reviewed regularly to determine whether it is appropriate to retain. We will not share this information with third parties apart from suppliers/sub-contractors involved in the delivery of services on our behalf. Sub-contractors will not be engaged without the prior written consent of the client and a written contract. We may inform clients of relevant new services or invite them to one of our events by phone, email or mail. Clients will be provided with an opportunity to opt out of receiving this communication.

2 Prospects

We hold personal contact data for prospects who have requested information regarding our services e.g. quotes. Such personal data will be held for a reasonable length of time based on requests for information and will be reviewed regularly. We will not share this information with 3rd parties apart from suppliers/sub-contractors we partner with to assist with providing requested information e.g. quotes, demonstrations. We may also use this information to inform prospects of relevant new products or services or invite them to an event. This may be by phone, email or mail and prospects will be provided with an opportunity to opt out of receiving this communication.

3 Contacts

We obtain personal contact data for business contacts from a range of points of contact, including industry events/fairs, website, business to business data suppliers, networking events. We use this information to direct market our services or events via phone, email or post. Such marketing will not be carried out without initial consent from contacts where they 'opt in' and all such communication will provide an opportunity to 'opt out'. Such personal data will be reviewed regularly to determine whether it should be retained. This data will not be shared with 3rd parties.

If you would like to be updated regarding our managed IT services and any related marketing events, please request this by emailing info@buildingzones.com or by providing contact details on our website.

Security of Data

We are committed to ensuring that all personal data is stored securely. To prevent unauthorised access or disclosure of personal data, we have put in place appropriate technical and organisational procedures to ensure a level of security appropriate to the associated level of risk. If we are required to transfer any personal data to a country not in the EU, we will ensure that this is pre-approved with clients, prospects or contacts, or agents acting on their behalf.

Rights of Clients, Prospects and Contacts regarding their Personal Data

All clients, prospects and contacts can request information, amendment or deletion of personal data we hold on them by emailing info@buildingzones.com.

Changes to Privacy Statement

We may change this privacy policy from time to time. We will post any privacy policy changes on this page. We encourage you to review our privacy policy whenever you use our services.