

Privacy Notice

Novidec Ltd will be the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location based information. This does however include name, job title or position, employer, address, email(s), and phone number(s).

Why we need your data

We need to know your basic personal data in order to be able to communicate with you or via you with your employer and where necessary to provide you with updates, information and services in line with any agreements between us or between your employer and us. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

We store and process data on the basis of our legitimate commercial interests, and in those cases where you or your employer have entered into a contractual agreement with us, on the basis of contract. This determination has been made on the basis of our most recent Legitimate Interest Assessment.

What we do with your data

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this is available on request.

How long we keep your data

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years if you have transacted any business with us. Your information we use for communication purposes will be kept with us until you notify us that you no longer wish to receive any communication or information from us.

What are your rights

*If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated.
info@novidec.com*

*If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office
<https://ico.org.uk/>*