

JUPITER WEB SOLUTIONS PRIVACY POLICY

BACKGROUND

Jupiter Web Solutions understands that your privacy is important to you and that you care about how your personal data is used. I respect and value the privacy of all of my customers and will only collect and use personal data in ways that are described here and in my [Terms and Conditions](#), and in a way that is consistent with our obligations and your rights under the law.

This policy, together with my [Terms and Conditions](#) or other agreement between you and I sets out the basis on which any personal data I collect from you, or that you provide to me, will be processed by me.

1. INFORMATION ABOUT ME

- Peter Magee trading as Jupiter Web Solutions.
- Sole trader providing web development services.
- Registered address: 36 Highfield Way, North Ferriby, East Yorkshire, HU14 3BG.
- Data Protection Officer: Peter Magee.
- Email address: pete@jupiterwebsolutions.co.uk
- Telephone number: +44 (0) 7772 234915

2. WHAT DOES THIS NOTICE COVER?

This Privacy Information explains how I use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

3. WHAT IS PERSONAL DATA?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that I use is set out in Section 5, below.

4. WHAT ARE YOUR RIGHTS?

Under the GDPR, if you are a resident in the EEA, you have the following rights, which I will always work to uphold:

- a. The right to be informed about my collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact me to find out more or to ask any questions using the details in Section 11.
- b. The right to access the personal data I hold about you. Section 10 will tell you how to do this.
- c. The right to have your personal data rectified if any of your personal data held by me is inaccurate or incomplete. Please contact me using the details in Section 11 to find out more.
- d. The right to be forgotten, i.e. the right to ask me to delete or otherwise dispose of any of your personal data that I have. Please contact me using the details in Section 11 to find out more.
- e. The right to restrict (i.e. prevent) the processing of your personal data.
- f. The right to object to me using your personal data for a particular purpose or purposes
- g. The right to data portability. This means that you can ask me for a copy of your personal data held by me to re-use with another service or business in many cases.
- h. Rights relating to automated decision-making and profiling. I do not use your personal data in this way.

For more information about my use of your personal data or exercising your rights as outlined above, please contact me using the details provided in Section 11.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about my use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office

5. WHAT PERSONAL DATA DO I COLLECT?

I may collect some or all of the following personal data (this may vary according to your relationship with me):

- Name;
- Address;
- Email address;
- Telephone number;
- Business name;
- Job title;
- Profession;
- Date of Birth (only required if you purchase a domain through me).

6. HOW DO I USE YOUR PERSONAL DATA?

Under the GDPR, I must always have a lawful basis for using your personal data. This may be because the data is necessary for me to fulfil a contract with you, because you have consented to my use of your personal data, or because it is in my legitimate business interests to use it. Your personal data will be used for the following purposes:

- Communicating with you. This may include responding to emails or calls from you (legal basis: contractual and legitimate interests);
- Providing and managing any domain names purchased by me on your behalf and any email addresses linked to the domain(legal basis: contractual and legitimate interests);
- In order to register a domain and to set up hosting for your website in your name, I will need to pass on relevant the details about you to the following Third Parties:
 - The web hosting company (www.one.com)
 - The Official Register of UK Domains (www.nominet.uk)
- Issuing invoices for the payment of my services (legal basis: contractual and legitimate interests).

I will not use your personal detail for marketing purposes other than to notify you from time to time about technology changes or legislation which might affect the operation of your website.

I will not send you any unlawful marketing or spam. I will not pass your details to other third parties other than those mentioned above and only then for the purpose of setting up and managing your domain and any associated email accounts. I will always work to fully protect your rights and comply with my obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

7. HOW LONG WILL I KEEP YOUR PERSONAL DATA?

I will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

- I will use and store your personal data for as long as it is necessary to provide my service to you and for the purpose of satisfying any legal, accounting or reporting requirements;
- If you are not a customer and I have your personal data for the purpose of communicating with you I will use it and store it for a period of up to 24 months;

8. HOW AND WHERE DO I STORE OR TRANSFER MY PERSONAL DATA?

The personal data I store about you is held in various formats and systems:

- On paper - Stored at my registered address in the UK;
- In electronic format – Held in the form of commonly used computer file formats such as Microsoft Excel or Microsoft Word;
- In electronic contact lists – Held in the address book of devices used for the operation of my business (e.g. mobile phone contact list or computer address book);
- In a third party application – I use a third party online application for the purpose of accounting and invoicing for my work.

9. DO I SHARE YOUR PERSONAL DATA?

If any of your personal data is required by a third party for the purpose of fulfilling my contact with you, as described above for the purpose of purchasing a domain name or hosting on your behalf, I will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law.

10. HOW CAN YOU ACCESS YOUR PERSONAL DATA?

If you want to know what personal data I have about you, you can ask me for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11.

There is not normally any charge for a subject access request. However, if your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover my administrative costs in responding.

I will respond to your subject access request within 21 days and, in any case, not more than one month of receiving it.

11. HOW DO YOU CONTACT ME?

To contact me about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of the Data Protection Officer):

Email address: pete@jupiterwebsolutions.co.uk

Telephone number: +44 (0) 7772 234915

Postal Address: 36 Highfield Way, North Ferriby, East Yorkshire, HU14 3BG

12. CHANGES TO THIS PRIVACY NOTICE

I may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if I change my business in a way that affects personal data protection.

Any changes will be made available here and where applicable I might also notify you via email and/or via my website.

Version 1 – 24th May 2018