

PRIVACY POLICY

IT Hotdesk Ltd knows that you care how information about you is used and shared and we appreciate your trust in us to do that carefully and sensibly. This policy describes the types of personal information that we may collect about you, the purposes for which we use the information, the circumstances in which we may share the information and the steps that we take to safeguard the information to protect your privacy. As used throughout this policy by visiting IT Hotdesk Ltd, you are accepting and consenting to the practices described in this Privacy Policy.

IT Hotdesk Ltd comply with Regulation (EU) 2016/679 of the European Parliament, known as the General Data Protection Regulation (GDPR)

1) Controllers of Personal Information

Any personal information provided to or gathered by IT Hotdesk Ltd Limited is controlled by IT Hotdesk Ltd Limited (the data controllers), whose registered office is at 7 Queens Terrace, Aberdeen, AB10 1XL.

2) What Personal Information does IT Hotdesk Ltd Limited Gather?

The information we gather helps us to continually improve your experience. This personal information may include:

- your name and contact information; preferred communication methods
- business name and business addresses

3) What do we do with personal information collected from you?

We use personal information to provide the services you request from IT Hotdesk Ltd.

We use your details to send you newsletters and promotions, and to conduct online surveys or surveys by telephone, email or post.

If you apply for employment at IT Hotdesk Ltd, we use the personal information you supply to process your job application.

Other than as set out in this Privacy Policy we will not share your personal information with third parties for marketing or any other purposes without your consent unless we are required to do so by law.

4) What about Cookies?

Cookies are alphanumeric identifiers that we transfer to your computer's hard drive through your web browser to enable our systems to recognise your browser and to automatically collect information from your computer such as your IP address and other details about your computer which are automatically collected by our web server, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns and does not identify any individual.

5) Does IT Hotdesk Ltd Limited share the Information it receives?

Information about you is an important part of our business and we do not sell it to others.

Third Party Service Providers: We employ other companies and individuals to perform functions on our behalf. Examples include sending postal mail and email, removing repetitive information from member lists, analysing data, and providing marketing assistance. Third party service providers have access to personal information needed to perform their functions but may not use it for other purposes. Further, they must process the personal information in accordance with this Privacy Policy and as permitted by

the Regulation (EU) 2016/679 of the European Parliament, known as the General Data Protection Regulation (GDPR)

6) How Secure is Information about me?

We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of personally identifiable information. Our security procedures mean that we may occasionally request proof of identity before we disclose personal information to you.

7) What about Links to other websites?

Our site may include links to other websites. We do not provide any personally identifiable customer information to these advertisers or third-party websites.

8) What Choices do I have?

As discussed, you must opt-in to provide information. If you do not want to receive email or other mail from us, do not opt-in. However, please note, if you do not want to receive legal notices from us, such as this Privacy Policy, those notices will still govern your use of IT Hotdesk Ltd and it is your responsibility to review them for changes.

9) What Rights do I have in relation to my Personal Information?

You have the right to ask us not to process your personal information by sending an email to forgetme@ithotdesk.com.

You have the right to access personal information held about you. Your right of access can be exercised by sending an email to requestmydata@ithotdesk.com. Some access requests may be subject to a fee to cover our costs in providing you with details of the information we hold about you.

10) Notices and Revisions

If you have any concern about privacy at IT Hotdesk Ltd, please email us. Our business changes constantly and our Privacy Policy at www.ithotdesk.com will change also. We may e-mail periodic reminders of our notices and conditions, unless you have instructed us not to, but you should check our website frequently to see recent changes. Unless stated otherwise, our current Privacy Policy applies to all information that we have about you and your account. However, we stand behind the promises we make and will never materially change our policies and practices to make them less protective of your information.

11) Contact

Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed to IT Hotdesk Ltd, 23 Abercrombie Court, Arnhall Business Park, Aberdeen, AB32 6FE.