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This privacy notice tells you what to expect us to do with your personal information collected via our website [www.tspace.co.uk](http://www.tspace.co.uk) .

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### **Contact details**

Post: Timespace Technology Ltd, 2 Lakeview Court, Ermine Business Park, HUNTINGDON, Cambridgeshire, PE29 6UA, GB

Telephone: 01480 414147

Email: [contactus@tspace.co.uk](mailto:contactus@tspace.co.uk)

### **What information we collect, use, and why**

We collect or use the following personal information for dealing with queries:

- Names and contact details

### **Lawful bases and data protection rights**

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. You can find out more about lawful bases on the ICO’s website: <https://ico.org.uk/> .

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

**Your right of access** You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)

**Your right to rectification** – You have the right to ask us to correct or delete personal information you think is incorrect or incomplete. [You can read more about this right here.](#)

**Your right to erasure** – You have the right to ask us to delete your personal information. [You can read more about this right here.](#)

**Your right to restriction of processing** – You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)

**Your right to object to processing** – You have the right to object to the processing of your personal data. [You can read more about this right here.](#)

**Your right to data portability** – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [You can read more about this right here.](#)

**Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay, and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

## **Our lawful bases for the collection and use of your data**

Our lawful bases for collecting or using personal information for dealing with queries, complaints or claims are:

- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - We collect information via the contact forms on our website. Individuals who enter their details onto these forms do so in order to obtain a response from us about an enquiry or issue. Therefore they are aware that we need their contact details in order to respond to the enquiry.

## **Where we get personal information from**

- Directly from you

## **How long we keep information**

We keep information for as long as necessary in order to deal with the enquiry. If the enquiry is closed, the contact details will not be retained. If the enquiry results in an ongoing legitimate interest in Timespace products, the details will be retained as long as this interest remains.

## **How to complain**

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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