

Privacy Policy

Effective Date: 1 March 2025

Last Updated: 19 June 2025

1. Introduction

At Riefield IT Solutions Ltd ("we", "our", or "us"), your privacy is important to us. This Privacy Policy explains how we collect, use, disclose, and safeguard your personal information when you interact with us, including through our website, services, and business operations. We are committed to protecting your data in compliance with the UK General Data Protection Regulation (UK GDPR) and other applicable laws.

2. Information We Collect

We may collect and process the following types of personal information:

- a. Information You Provide to Us
 - Name, job title, and contact details
 - Company information
 - Email correspondence or inquiries
 - Payment and billing information (for clients)
- b. Automatically Collected Information
 - IP address and browser type
 - Website usage data (via cookies or analytics tools)
 - Device identifiers
- c. Third-Party Sources
 - Public business directories

3. How We Use Your Information

We use your personal data to:

- Provide and manage our IT development services
- Communicate with you regarding projects, support, or updates
- Process payments and send invoices

- Improve our services and website experience
- Comply with legal obligations

4. Legal Basis for Processing

We process your data based on one or more of the following legal grounds:

- Performance of a contract: to deliver agreed services
- Legitimate interests: e.g. improving our services or direct marketing to business clients
- Consent: where required for marketing or optional services
- Legal obligation: to comply with applicable laws

5. Sharing Your Data

We do not sell your personal data. We may share it with trusted third parties for legitimate business purposes:

- IT hosting and service providers
- Legal or regulatory authorities (if required)
- Payment processors

All third parties are required to process your data in compliance with UK GDPR.

6. International Transfers

We may use third-party providers outside the UK or EEA. In such cases, we ensure appropriate safeguards are in place, such as UK adequacy regulations or Standard Contractual Clauses (SCCs).

7. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes it was collected for, including legal or regulatory obligations.

8. Your Data Protection Rights

You have the right to:

- Access your data
- Request correction or deletion
- Object to or restrict processing
- Data portability (where applicable)
- Lodge a complaint with the Information Commissioner's Office (ICO)

To exercise any of these rights, contact us at info@riefield.com.

9. Cookies

We may use cookies or similar technologies to improve your experience. You can control cookie settings via your browser.

10. Security Measures

We implement appropriate technical and organisational measures to protect your data from unauthorised access, loss, or misuse.

11. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on our website with an updated revision date.

12. Contact Us

If you have any questions or concerns about this policy or how we handle your data, contact:

Data Protection Officer
Riefield IT Solutions Ltd
Email: info@riefield.com