

PBCS Privacy Notice/Consent Form

PB Computer Services is the trading name of PBCS Limited. We provide sales and computer-related services to individuals and small-businesses. This privacy policy explains how we use any personal information we collect about you.

What information do we collect about you?

We collect information about you when you order our products or request our services, whether it be by phone, email, web or in-person. We record your contact details and other relevant information required to manage your account as well as perform the task you have requested.

Some services we perform require access to certain configuration or data access settings. We will normally record this information for future reference as part of our service to you. This now requires your explicit permission, so if you are happy for us to continue to do this, please complete and return the Consent Form below. Without consent, we will destroy any such data approximately one month after job completion.

How will we use the information about you?

We collect information about you to enable us to process your order and/or to provide a service, as well as manage your account. We do not use your information for marketing or statistical analyses purposes nor do we pass it on to third parties for such purposes. In processing your order or service request, we may send your details to, and also use information from credit reference and fraud prevention agencies.

Access to your information, correction and erasure

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us using the details below. We may make a small charge for this service and we may ask you to confirm your identity. We want to make sure that your personal information is accurate and up to date and will act on your instructions to correct or remove information you think is inaccurate. You may also ask us to erase any data that you have previously consented to us recording.

Backups

When undertaking work for you, we may need to make backups of your computer data to our workshop backup drives, in order to reduce possible loss. We will normally keep any such backups for approximately one month after job completion in case there are any subsequent issues, after which time they will be destroyed, unless you have requested otherwise.

I/We agree to PBCS Ltd storing my/our configuration/data access settings for future reference. I/We understand I/We can withdraw my/our consent at any time and all data stored against my/our previous consent will be erased.

Sign: _____

Date: _____

Print: _____

Company: _____ (if appropriate)