

Its My Office Privacy Policy

This privacy policy sets out how Its My Office uses and protects any information that you give Its My Office when you instruct us to work for you.

How we use your information

This privacy notice tells you what to expect when Its My Office collects personal information. It applies to information we collect about:

- People who use our services
- Visitors to our website
- Job applicants and our current or former employees.

People who use our services

Its My Office offers various services to both the public sector as well as companies, organisations and charities. Use of these services requires that we retain sufficient information to allow us to work with our clients. This information will be used to supply the required services and may be used to improve our product and services.

Information obtained for the purpose of working with clients e.g. name, address, financial information will be used only for the purpose for which it is collected and will not be supplied to any third parties or used for any other purpose. Once the information is no longer required it will be disposed of in a secure manner.

From time to time we may contact you via email, telephone or post to keep you informed of our products and services. If you do not wish for us to make this contact please send an email to: privacy@itsmyoffice.net or write to:

Privacy Dept, Its My Office, 14 High Oaks, The Ridgeway, Enfield EN2 8JJ

When sending out emails informing you of products or services we will always give you the opportunity to unsubscribe at any point.

Visitors to our website

Contact information gathered via our website will be used only for the purpose for which it is collected or as described above.

We collect standard internet log information and details of visitor behaviour patterns. We collect this information to allow analysis of visitor habits and do it in such a way that does not identify anyone. We do not make attempts to identify those visiting our website unless a contact form is completed.

We use Google Analytics to help analyse use of our website. This analytical tool uses “cookies” which are text based files placed on your computer to collect standard internet log information and visitor behaviour information in an anonymous form. The information generated by the cookie about your use of the website is transmitted to Google. This information is then used to evaluate visitor’s use of the website and to compile statistical reports on website activity for Its My Office.

Job Applicants, current and former employees

When individuals apply to work for Its My Office we will only use the information they supply to us to process their application. Where we want to disclose information to a third party, for example where we want to take up a reference, we will not do so without informing them beforehand unless the disclosure is required by law.

Once a person is employed by Its My Office we will compile a file relating to their employment. The information contained within this file will be kept secure and will only be used for purposes directly relevant to that person's employment. Once their employment ceases, we will retain the file for a set period and then delete it.

Access to personal information

Access to any information we retain can be made via a "subject access request" under the Data Protection Act 1998. If we do hold information about you we will:

- Give you a description of it
- Tell you why we are holding it
- Tell you who it could be disclosed to and
- Let you have a copy of the information in an intelligible form

To make a request for any personal information held about you, you need to put the request in writing addressing it to the Privacy Dept at the address already given, enclosing a £10 administration fee.

Security of Information Held

We are committed to ensuring that the information stored by is secure at all times. In order to prevent unauthorised access or disclosure we have electronic and manual procedures in place to safeguard and secure the information that is collected from our clients.

Electronic files

All work stored on any of our computers and laptops is password protected. Our servers, PCs and laptops have up to date anti-virus software and firewalls installed.

Internet communication cannot be guaranteed to be secure or virus free as information can be intercepted, corrupted, lost or contains viruses. Its My Office does not accept responsibility for any omissions or defects that are present in e-mail communication or attachments which have arisen because of email transmission.

We do not accept responsibility for the security of any information transmitted via email or attachment to or from any clients.

Its My Office does not accept responsibility for any links to other websites that may be of interest to you. Once you use the link and leave our site, Its My Office cannot be responsible for your data and such sites are not governed by this privacy policy.

Its My Office

March 2009