

# TMC Computing Limited

## Privacy Policy

### 1. Introduction

Welcome to TMC Computing.

We respect your privacy and are committed to protecting your personal data.

This policy explains how we collect, use, store, and protect information about you when you use our website [www.tmccomputing.com](http://www.tmccomputing.com) or contact us directly.

We comply with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

---

### 2. The information we collect

We may collect and store the following personal information:

- First name and last name
- Email address
- Newsletter preferences (whether you choose to subscribe or not)

We only collect this information when you voluntarily submit it through a form on our website (for example, when you make an enquiry or join our mailing list).

We do **not** collect any special category or sensitive information (such as health or financial data) through this website.

---

### 3. How we use your information

We use the information you provide to:

- Respond to enquiries or messages you send us
- Send newsletters and updates (only if you have subscribed)
- Improve our communication and website content
- Maintain internal records for business operations and compliance

We will never sell or rent your information to third parties.

---

## 4. Legal basis for processing

We process your personal data under one or more of the following legal bases:

- **Consent** - when you have given us clear permission to contact you or send newsletters.
- **Legitimate interest** - when it's necessary to respond to your messages or enquiries about our services.

You can withdraw your consent to receive marketing emails at any time by clicking **"Unsubscribe"** in any newsletter or emailing us at [info@tmccomputing.com](mailto:info@tmccomputing.com).

---

## 5. How we store and protect your data

Your data is stored securely in our **cloud-based systems (Wix)** and protected by appropriate technical and organisational measures, including encryption and access controls.

We retain personal information only for as long as necessary to fulfil the purposes outlined in this policy or to comply with legal requirements.  
After this period, it will be securely deleted.

---

## 6. Sharing your information

We may share your information only when necessary with trusted service providers (such as Wix or email delivery platforms) who help us operate our website and communications. They are required to keep your data secure and use it only for the agreed purpose.

We do not transfer your personal data outside the UK or EEA unless adequate protection measures are in place.

---

## 7. Your data protection rights

Under UK data protection law, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate or incomplete information
- Request deletion of your data where it's no longer needed
- Object to or restrict how we process your data

- Withdraw consent at any time (for example, to stop receiving newsletters)
- Lodge a complaint with the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk)

---

## 8. Cookies

Our website uses cookies to improve user experience and analyse traffic.


You can control or disable cookies through your browser settings or via the cookie banner provided by Wix.


---


## 9. Contact us

If you have any questions or wish to exercise your rights, please contact:

**TMC Computing Limited**

 [info@tmccomputing.com](mailto:info@tmccomputing.com)

 **01329 530118**

 Hampshire, United Kingdom

This policy was adopted by: TMC Computing	Date:14/10/2025
To be reviewed: <a href="#">1/10/2026</a>	Signed: <a href="#">Toni-Marie McCarrick</a>

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Information and Record Keeping [3.92-3.95]*