



# Privacy Notice

Issue Date: 23/10/2025

Version: 2.2

# 1. Introduction

- 1.1. Air IT Ltd is a UK based Managed IT Service Provider offering IT support including complementary services such as Communications, Cyber Security, Backup and Connectivity.
- 1.2. Air IT is committed to ensuring data privacy and protection and to meeting legal obligations that data protection regulations require us to.
- 1.3. Please note that this Privacy Notice should be read and understood in conjunction with our other Policies, available at: [www.airit.co.uk/client/policies](http://www.airit.co.uk/client/policies)

# 2. Scope

- 2.1. This Privacy Notice stands as the guidance offered by Air IT to data subjects with regards to the processing of their personal data.
- 2.2. The Data Protection Regulations we refer to are:
  - The UK General Data Protection Regulation (UK GDPR)
  - The Data Protection Act 2018
  - The Privacy and Electronic Communications Regulations 2003 (PECR)
  - The EU General Data Protection Regulation (GDPR)
  - And any other related law based on our activity or data subjects' residence.

# 3. Data subject rights

- 3.1. According to Art. 15-22 of GDPR, at any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:
  - a) Right of access – you have the right to request a copy of the information that we hold about you.
  - b) Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
  - c) Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
  - d) Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
  - e) Right of portability – you have the right to have the data we hold about you transferred to another organisation.
  - f) Right to object – you have the right to object to certain types of processing such as direct marketing.
  - g) Right not to be subject to a decision based solely on automated processing (including profiling) - you have the right to object to such decisions that have legal effects on you or significantly affect you.

- 3.2. When exercising any of these rights, please contact our Data Protection Department using the information provided at section 7.

## 4. Collecting data

- 4.1. We collect different categories of personal data from data subjects, depending on the relationship we have with them.
- 4.2. The types of personal data collected depends on the category of data subject you may fit into i.e., employee, contractor, client, visitor of the website or visitor of our premises.
- 4.3. If you are an Employee, please refer to the Employment Documentation you have been provided with in order to fully understand the data we will process.
- 4.4. If you are a Contractor or Client, we will collect the following details about you: name, contact details, and other information that is necessary for the execution of our contract. In this case, specific clauses may be inserted in the contract.
- 4.5. If you are a visitor of our website, we will process information such as online identifiers, location data, IP, and others that you allow us to, based on cookies. Please refer to the Cookie Policy for the full details, available at: [www.airit.co.uk/cookie-policy](http://www.airit.co.uk/cookie-policy)
- 4.6. If you are a visitor of our premises, we will collect your name, contact details and vehicle registration. In exceptional cases, we do reserve the right to request more information from you, under the condition reasonable explanations are provided to you.
- 4.7. In order to legally collect the above-mentioned information, we rely on the following legal grounds:
  - In order to enter into a contract with you or meet the existing obligations of a contract concluded with you;
  - In order to fulfil our legal obligations;
  - For our legitimate interests;
  - Your consent.

## 5. Retaining data

- 5.1. We always ensure data retention is regularly reviewed and is in line with the legal requirements.
- 5.2. We will never keep your data for longer than necessary or legally permitted to.

- 5.3. For further details about the retention of personal data, a copy of our Retention Policy is available upon request.

## 6. Disclosing data

- 6.1. Sometimes, we need to share personal data we hold with third parties for ensuring contractual performance, fulfilling legal obligations, for developing our services (legitimate interest) or based on your consent.
- 6.2. Air IT will never share your personal data without being covered by a legal ground or with negligence. If you are concerned about our practices, please contact us according to the details provided in section 7.
- 6.3. From time to time we may update the list of third parties we disclose personal data to for the reasons previously mentioned. An up-to-date list of third-party processors is available at: [www.airit.co.uk/client/policies](http://www.airit.co.uk/client/policies)

## 7. Contact

- 7.1. If, at any point, you do not feel satisfied with our Privacy Notice or if you have an enquiry about the processing of personal data, we encourage you to contact our Data Protection Department.
- 7.2. If you would like to complain about the way we handle your personal data, how we fulfil our legal obligations or how we respect your rights, please contact our Data Protection Department.
- 7.3. Our Data Protection Department can be contacted at: [dataprotection@airit.co.uk](mailto:dataprotection@airit.co.uk)
- 7.4. In case our response does not meet your expectations, you can still complain to the Information Commissioner's Office at: 0303 123 1113, [casework@ico.org.uk](mailto:casework@ico.org.uk) or via their live chat at: <https://ico.org.uk/global/contact-us/live-chat/>.

# AIR

IT GROUP

 0115 880 0044  [info@airit.co.uk](mailto:info@airit.co.uk)  [airit.co.uk](http://airit.co.uk)

The Technology Hub, Unit 7, Interchange 25 Business Park, Bostocks Lane, Sandiacre, Nottingham, NG10 5QG  
Air IT Group is a limited company registered in England No: 5543898 / VAT No: GB 350 0409 46