

# Privacy Policy

## Bluebird Software Ltd

Company Number: 7056288

### 1. INTRODUCTION

Bluebird Software Ltd takes your privacy seriously and is committed to protecting and keeping your data secure.

This privacy statement sets out how we process and safeguard your personal data.

### 2. ABOUT US

Bluebird Software produces custom software for commercial clients. As we specialise in Database Software, the data we keep falls into two categories:

1. Data we keep about our Clients and potential Clients
2. Data we keep when developing solutions or maintaining backups of our Client's data.

### 3. CONTACTING US

Our office address is: 8 Finchley Way, London N3 1AG and our Registered address is:  
c/o: Jeff Lerner & Associates  
42 Lytton Road  
Barnet  
EN5 5BY

You can contact us by:

- **POST** at the address shown above
- **PHONE** on 020 8349 4714
- **EMAIL** at [nigel@bluebirdsoftware.co.uk](mailto:nigel@bluebirdsoftware.co.uk)

### 4. INFORMATION WE MAY COLLECT ABOUT YOU

As a Client or prospective client we will collect the information we require about you in order to carry out normal commercial contact, including names and email addresses and work telephone numbers of you and your colleagues. This information may also include mobile numbers where you have expressly given us this information. We collect no sensitive information about you or the Company you represent.

The information we may collect may include some of the following:

- ✓ Name
- ✓ Address
- ✓ Email address
- ✓ Telephone number(s)
- ✓ Gender
- ✓ Interests
- ✓ Marketing & Communication Preferences
- ✓ IP address
- ✓ web browser type and version
- ✓ operating system

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#### 5. INFORMATION WE MAY HOLD ON YOUR BEHALF

In order to test our coding, to analyse specific software problems we may store small amounts of data that you have legitimately collected. On your request we may store your data securely to back it up.

Some of this data can be sensitive data, and in this case the data is password protected. Other data could be contact data e.g. a list of customers and their contact details.

#### 6. INFORMATION WE RECEIVE FROM THIRD PARTIES

We may be asked to contact you by another organisation, where you have asked them to liaise with us on your behalf.

#### 7. HOW WE USE YOUR INFORMATION

Our use of your personal data will always have a lawful basis, as defined by the General Data Protection Regulation (GDPR). We set out below the lawful basis (or bases) for our activities.

PURPOSE	LAWFUL BASIS FOR PROCESSING
To process Clients instructions and produce Quotations and Invoices for our work.	Contractual Obligation
To keep Clients informed of our services	Our Legitimate Interests, which we have balanced with the interests of our Clients
To store sample data to enable us to develop appropriate Software (with the Clients approval)	Our Legitimate Interests, which we have balanced with the interests of our Clients
To maintain records of prospective and Current clients, associates, Sub-Contractors, and other companies whom we trade with.	Our Legitimate Interests, which we have balanced with the interests of prospective and current Clients and traders.
To send Clients our quarterly newsletter by email	Consent
To contact Clients and our trading colleagues by post	Our Legitimate Interests as traders
Data you have entrusted to us for testing, analysis and backup	This data is stored securely and not used except for the reasons stated opposite.

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### 8. SHARING YOUR PERSONAL INFORMATION

We do not share, sell, or otherwise make available, your personal information to any third parties.

We currently do not use any data processors – if this should change we will inform you accordingly. We store and process your personal data at our office.

### 9. HOW WE KEEP YOUR DATA SAFE AND SECURE

- We minimise the amount of personal information we hold about you.
- We use appropriate technological and operational security measures to protect your information against any unauthorised access or unlawful use.
- We have appropriate measures in place for the physical security of our offices
- All equipment and devices are password protected.
- Access to all personal data is limited to the owner of the business and authorised employees.

### 10. DATA RETENTION

We hold your data for as long as necessary for the reason(s) for which it was first collected, and thereafter (where applicable) for as long as reasonably necessary to fulfil any regulatory/legal requirements.

When you cease to have dealings with us for over five years or if you ask us to, your details are immediately removed from our databases and paper filing systems; We may also maintain a suppression list of email addresses of individuals who no longer wish to be contacted by us for marketing purposes. In order for us to be able to comply with these 'no contact' requests we need to store this information permanently.

### 11. INTERNATIONAL TRANSFERS OF YOUR INFORMATION

We do not process, store or transfer any of your data outside the UK.

### 12. YOUR RIGHTS

As a data subject, you have the following rights:

- To access, correct, update or request deletion of your data;
- To object to processing of your personal information, ask us to restrict processing of your personal information or request portability of your personal information;
- To withdraw consent for processing your personal data.

If you wish to contact us in connection with any of the above, or if you have any concerns about how we process your personal data, please contact the Managing Director, Nigel Vandyk on 020 8349 4714 or via email: [nigel@bluebirdsoftware.co.uk](mailto:nigel@bluebirdsoftware.co.uk).

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If you are not satisfied with the way in which we have handled your personal data you have the right to contact the Information Commissioner's Office (ICO).

#### **13. WEBSITE**

We maintain an information-only website ([www.bluebirdsoftware.co.uk](http://www.bluebirdsoftware.co.uk)). We do not use Cookies. There is a 'Contact Us' form on the site. If you give us your contact information from this form, we may retain it for marketing purposes for a period of two years.

Where we show links to other websites these are subject to their own Terms & Conditions and Privacy Notices, for which we are not responsible.

#### **14. CHANGES TO THIS PRIVACY NOTICE**

Any changes to this Privacy Notice will be posted on our website at [www.bluebirdsoftware.co.uk](http://www.bluebirdsoftware.co.uk)

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