
PRIVACY POLICY

Please see below the Privacy Policy for the ICOM group of companies (“ICOM” / “we” / “our” / “us”), consisting of the following limited companies:

Icom Holdings Limited (company registration number 05857532) whose registered office is Unit 11 LM Trade Park, Beddow Way, Aylesford, Kent, ME20 7BT;

Icom Telecommunications Limited (company registration number 03120336) whose registered office is Unit 11 LM Trade Park, Beddow Way, Aylesford, Kent, ME20 7BT;

Icom Network Services Limited (company registration number 05558866) whose registered office is Unit 11 LM Trade Park, Beddow Way, Aylesford, Kent, ME20 7BT;

Icom Projects Limited (company registration number 05558845) whose registered office is Unit 11 LM Trade Park, Beddow Way, Aylesford, Kent, ME20 7BT;

Icom Security Limited (company registration number 06070361) whose registered office is Unit 11 LM Trade Park, Beddow Way, Aylesford, Kent, ME20 7BT; and

Icom Technology Limited (company registration number 06070359) whose registered office is Unit 11 LM Trade Park, Beddow Way, Aylesford, Kent, ME20 7BT.

ICOM treats the handling of personal data seriously. The Privacy Policy below details how ICOM will treat your personal data after it has been collected by ICOM. ICOM assures that it will only use your data as specified here and for its legitimate business reasons.

Collection and use of data

1. Unless otherwise provided in the Privacy Policy or the Terms of Use [link], ICOM will not sell, rent or trade your personal information to third parties for marketing purposes without your express written consent. ICOM will only pass your data between the companies within the ICOM group as detailed above (or applicable at any relevant time and as notified to you), or to other third parties in accordance with this Privacy Policy, the Terms of Use and the Terms and Conditions of Sale[link], or if required to do so by law. ICOM may disclose your data to certain permitted third parties, such as third party service providers, ICOM’s own professional advisers who are bound by confidentiality codes and when ICOM is legally obliged to disclose your data.
2. For the purposes of the Data Protection Act 1998 (“DPA”), the data controller is Icom Telecommunications Limited (as detailed above), unless otherwise confirmed in writing to you at the time your data is collected by ICOM.
3. ICOM can obtain personal data from you (including your name, postal address, telephone number, email and your credit/debit card details in order to make payment and confirm an order) from a number of different sources:
 - i. When you search for or request details on services or products from the Website, or if you supply us with your details when discussing matters over the telephone to us, or if you submit a request for details to be provided to you by mail or email.
 - ii. When you submit a completed ‘Contact Us’ form to ICOM or an order form, together with any applicable methods of payment.
 - iii. Via your individual IP location. This is a function of the Website that enables ICOM to return details of products and services that you have requested, and in order for ICOM to diagnose problems with its server and to administer the Website.
4. ICOM needs your name, address and/or email address so that it can send out information to you and advise you of special offers and promotions it thinks may be of interest to you. ICOM also requires this information about you in order to fulfil orders.
5. In order to complete your orders, ICOM will need to collect information about you to pass to third parties (eg, contractors) for the purposes of supplying products and services to you. This may involve the transfer of information outside the European Economic Area (“EEA”) and by providing ICOM with this information you provide your consent (and the consent of those included in your group) to transfer such information out of the EEA. The information collected may include, but is not exclusively limited to, details such as your name, your address (in order to send the products or provide the services to you), your email address and telephone number (if ICOM needs to contact you about your order urgently).
6. You have the right to ask ICOM not to process your personal data for marketing purposes. You also have the right to access information held about you by ICOM. Your right to access can be exercised in accordance with the DPA, as amended from time to time, and any access request may be subject to a fee of £10 to meet ICOM’s costs in providing you with details on the personal data we hold about you.

7. ICOM operates in accordance with the DPA, and any amendments thereto.

Cookies

[]

Consent

By disclosing your personal information via the Website, over the telephone or via email or post you consent to the collection, storage and processing of your personal information by ICOM in the manner set out in this Privacy Policy, the Terms of Use Policy and the Terms and Conditions of sale.

'Unsubscribe' Policy

You may at any time unsubscribe to receiving information about ICOM by sending an email to [] .

Change/Modify Details

If you change your contact details, please send an email with your new details to [] .

Contact

If you have any questions or concerns about the information ICOM holds about you, you may email ICOM at [] . Alternatively, you may write to ICOM at Icom Telecommunications Limited, Unit 11 LM Trade Park, Beddow Way, Aylesford, Kent, ME20 7BT.