Data Retention Policy

Command Rooms is committed to protecting your privacy and ensuring the security of your personal data. This Data Retention Policy outlines our practices regarding the retention and deletion of personal information collected through our website ("Website"). We adhere to applicable data protection laws and regulations, including the General Data Protection Regulation (GDPR) and other relevant legislation.

Purpose and Scope

- **1.1 Purpose**: This policy aims to provide transparency and clarity on how long we retain personal information collected through our Website and the factors we consider when determining the retention periods.
- **1.2 Scope**: This policy applies to all personal information collected through our Website, including information obtained through forms, cookies, and other data collection methods.

Retention Period

- **2.1 General Principle**: We retain personal information only for as long as necessary to fulfill the purposes for which it was collected, unless a longer retention period is required or permitted by law.
- **2.2 Factors Considered**: When determining the appropriate retention period for personal information, we consider the following factors:
- a. The nature and sensitivity of the personal information;
- b. The purposes for which we collected the information;
- c. The legal obligations or regulatory requirements related to the retention of the information;
- d. Our legitimate business interests, including maintaining accurate records and improving our services;
- e. The possibility of any disputes, claims, or litigation;
- f. The guidelines and recommendations provided by relevant authorities.
- **2.3 Retention Periods**: The specific retention periods for different categories of personal information collected through our Website may vary. However, as a general guideline, we typically retain personal information for the duration of the business relationship and for a reasonable period thereafter, taking into account the factors mentioned above.

Data Deletion and Anonymization

- **3.1 Deletion**: At the end of the retention period, or upon your request, we will securely delete or destroy personal information in a manner that ensures its permanent erasure from our systems and backups, unless we have a legitimate reason or legal obligation to retain the information for a longer period.
- **3.2 Anonymization**: In some cases, we may choose to anonymize personal information instead of deleting it, to remove any identifying elements and render the data non-personal. Anonymized data may be retained for statistical analysis, research, or other legitimate purposes.

Data Subject Rights

- **4.1 Right to Access and Rectify:** If you wish to access, modify, or correct your personal information held by Command Rooms, please refer to our Privacy Policy for instructions on how to exercise your rights.
- **4.2 Right to Erasure**: You have the right to request the erasure of your personal information in accordance with applicable data protection laws. Please note that certain legal obligations or legitimate interests may prevent immediate deletion.

Changes to the Data Retention Policy

Command Rooms reserves the right to modify or update this Data Retention Policy at any time without prior notice. Any changes will be effective immediately upon posting on our Website.

If you have any questions, concerns, or requests regarding this Privacy Policy or our privacy practices, please contact us at:

Command Rooms Ltd.

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Wymondham

Norfolk

NR18 9AL

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Phone: 03300 949392

Thank you for trusting Command Rooms with your personal information.



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Thank you for visiting Command Rooms.