**Your Privacy is Our Priority**

At TechTonic Shift, we are committed to protecting your privacy. This Privacy Policy outlines how we collect, use, and safeguard your personal information.

**Information We Collect**

We may collect the following types of personal information:

* **Client Information:**
	+ Name
	+ Contact information (email address, phone number)
	+ Business address
	+ Billing information
* **Device Information:**
	+ IP address
	+ Device type and operating system
	+ Browser type and version

**How We Collect Your Information**

We collect your personal information through various means, including:

* **Directly from you:** When you provide information through our website, email, or phone.
* **Automatically:** Through the use of cookies and other tracking technologies.

**How We Use Your Information**

We may use your personal information for the following purposes:

* **Providing Services:** Delivering and managing IT services and solutions.
* **Communication:** Responding to inquiries, sending service updates, and providing technical support.
* **Billing and Invoicing:** Processing payments and generating invoices.
* **Improving Our Services:** Analysing usage data to enhance our offerings.
* **Compliance:** Adhering to legal and regulatory requirements.

**Data Sharing and Disclosure**

We may share your personal information with:

* **Service Providers:** Trusted third-party service providers who assist us in delivering our services.
* **Legal Authorities:** If required by law or to protect our rights.

**Data Security**

We implement robust security measures to protect your personal information from unauthorized access, use, or disclosure. These measures include:

* **Encryption:** Protecting sensitive data with encryption technologies.
* **Access Controls:** Limiting access to authorized personnel.
* **Regular Security Audits:** Conducting regular assessments to identify and address vulnerabilities.

**Your Rights**

You may have certain rights regarding your personal information, such as:

* **Access:** Request information about the personal data we hold about you.
* **Correction:** Request correction of any inaccurate or incomplete personal data.
* **Erasure:** Request deletion of your personal data.
* **Restriction:** Request restriction of processing your personal data.
* **Data Portability:** Request transfer of your personal data to another organization.
* **Object:** Object to processing your personal data.

**Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. We will notify you of any significant changes.

**Contact Us**

If you have any questions or concerns about this Privacy Policy, please contact us at Info@techtonicshift.co.uk

By using our services, you consent to the collection and use of your information as described in this Privacy Policy.