

Inquiry Privacy Policy

What information do we collect

As part of your inquiry to a client of MicahTek, Inc., we may collect your name, telephone, mobile and email contact details and information so our clients may assess your inquiry request.

MicahTek, Inc. clients may use your email or telephone contact number/s to contact you regarding to your inquiry and subsequent requests if appropriate.

If you are providing information and/or contact data for a third party (i.e. someone other than yourself) we assume that you have their explicit consent to share this with us. They retain the right to access, correct or remove this information at any point.

How we use and store your personal information.

Data may be stored electronically to communicate with you regarding to your inquiry or for other necessary services. Electronic data will be stored in a secure file location and would be accessible to the service team members and Management of MicahTek, Inc. Any hard copies of your data will be securely shredded following your inquiry.

Access to your information, correction and removal

You have the right to request a copy of the information that we hold about you, to correct information or to request the removal of your data.

For access requests your information will be provided within 30 days of your initial request. If your request is deemed excessive we may notify you that there will be an administrative cost for providing this access request.

If you would like a copy of some or all of your personal information, to correct or request the removal of data, please contact our Privacy Officer.

Changes to our privacy policy

We keep our privacy policy under review and will place updates on our website. This privacy policy was last updated on May 18, 2018

How to contact us

Please contact us if you have any questions about our privacy policy or information that we hold about you.

Mike Conners – Data Privacy Officer

By telephone: 918-449-3300

By email: mconners@micahtek.com

By writing: MicahTek, Inc. 8215 South Elm Place, Broken Arrow, OK 74011