



2023 – 2024 GDPR Policy

Unit 1 Brickyard Road

Roecliffe

Boroughbridge

N.Yorks

YO51 9NS

PICKARD EVENT SERVICES PRIVACY POLICY

Our contact details

Name: JNM Events Ltd Trading as Pickard Event Services

Address: Unit 1, Brickyard Road, Roecliffe, Boroughbridge, North Yorkshire, YO51 9NS

Phone Number: 01423 290300

E-mail: eventservices@pickardonline.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact details)
- Email address, Customer Names and addresses, Customer phone numbers, Employee Data.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Formal Tenders from Clients, emails received by new clients.

We also receive personal information indirectly, from the following sources in the following scenarios:

- From our suppliers or clients who pass on details to us.

We use the information that you have given us to create our customer and sub-contractor database for events we are to provide.

We may share this information with other sub-contractors or suppliers or customers.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are: **We have a legitimate interest.**

How we store your personal information

Your information is securely stored on our QuickBooks database and in a locked filing cabinet. We keep email addresses, contact details and company addresses for 3 years. We will then dispose your information by shredding it in the paper shredder.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at eventservices@pickardonline.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Pickard Event Services @ eventservices@pickardonline.co.uk or 01423 290300.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>