

# Privacy Statement

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Rigging Co Ltd is a limited company registered in England and Wales and is “a controller” under the General Data Protection Regulation and the Data Protection Act 2018.

Rigging Co Ltd is committed to protecting the personal details and privacy of their customers and suppliers and therein will ensure that we comply with the new General Data Protection Regulations (GDPR) that comes into force in May 2018.

## *What information do we collect?*

To enable us to provide you with a service and fulfil your requirements Rigging Co Ltd will collect the following information from you:

- 1) Full Name
- 2) Trading Name (as appropriate)
- 3) Full Postal Address
- 4) Telephone Number (s)
- 5) Email Address
- 6) Banking Payment Details

## *Who is collecting this information and how?*

Rigging Co Ltd staff will collect and enter required contact details into our secure electronic database systems to enable us to provide you with a proficient services. This also ensures your personal data is protected.

## *Why do we collect this information?*

When you contract services from us we enter into a contract with you to supply these goods and/or services in a proficient and timely manner. We also have a legal obligation to maintain accurate financial information. Collecting and processing this data within our secure electronic databases enables us to provide you with the services and equipment you require.

We may occasionally use this data to send you information about Services that we think might be of interest to you.

Personal data will be erased if the retention of it is no longer necessary in relation to the purposes for which it was collected.

## *How will this information be used and/or shared?*

We will never sell your personal data.

We will not share your personal data with a third party, other than where required to fulfil our contractual obligations e.g. to enable staff to attend and provide the required services for your event or a courier to deliver equipment.

We are committed to keeping your personal data safe and secure and have put a number of physical, electronic and managerial processes in place to safeguard and secure your information.

## *Links to other websites*

Our website contains links to other companies and suppliers that may be of interest to you – these are likely to be companies that we source our equipment from or work with to supply services.

This Privacy Statement applies to our website only and we cannot be responsible for the privacy policies or practices of other sites even if you access them using links from our website. We would therefore, encourage you to read their privacy statements.

How you can access and update your information

Under the General Data Protection Regulations you have the following rights in relation to your data:

1. You have the right to request a copy of the data we hold about you and receive this in a timely manner at no charge,
2. You have the right to request that any incorrect data we hold is corrected promptly,
3. You have the right to object to the use of your data,
4. You have the right to request your data in an accessible format to take away,
5. You have the right to request that your data is deleted unless there is a requirement for it to be continued to be held,
6. You have the right to lodge a complaint about the use of your data with the Information Commissioner.

If you make a request relating to any of the rights listed above, we will consider each request in accordance with all applicable data protection laws and regulations. We may charge a fee for considering and/or complying with such a request and will usually process your request within 30 days. We reserve the right to refuse to erase information that we are required to retain by law or regulation.

Email: Accounts\_Dept@rigging.Co

Telephone: 01752 816325

Write: Rigging Co Ltd, 10 Cove Meadow, Wilcove, Cornwall, PL112RD

Contact details for the Information Commissioner and how to make a complaint can be found on their website at [www.ico.org.uk](http://www.ico.org.uk)