

SAMUEL HICKLING

Freelance Engineer

GDPR & PRIVACY POLICY

Our contact details

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www.hicklinsam.co.uk

V2.1 - 2/4/24

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)
 - Passports - To enable booking of flights, and to identify a living person.
 - Email addresses, phone numbers, addresses, and customer financial details - To enable generation of PO and invoices.
 - NI and AI status - To comply with social security in EU
 - Equipment serials - To comply with carnet in EU

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 above reasons

We use the information that you have given us in order to Tour Manage and Production Manage. Reasons are listed above.

We may share this information with transport companies (including but not limited to, airlines, bus companies, ferry companies, travel companies, freight companies, and other members of a tour if required (PM passing information to TM for example).

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Samuel Hickling (details above)

In particular, I am confident I can show that consent is freely given in the circumstances, and individuals do not feel compelled to consent despite the nature of your relationship.

(b) We have a contractual obligation.

This is unlikely, as I am normally contracting for the same job, rather than sub-contracting or employing. - Seek legal advice if necessary

(c) We have a vital interest.

This information is only used to ensure someone can fulfil a contract, it is purely for administrative reasons (for example booking them a flight)

How we store your personal information

Your information is securely stored in cloud based storage, behind a 2FA.

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 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 the details at the top 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 the details above.

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>