

DATA POLICY



What information do we collect?

1. Things you provide

We collect information about you from web based enquiry forms, emails and other forms of communication.

We will collect information on other parties involved in whatever task we are engaged in that you share.

2. How will we use this information?

We use the information we have to contact you and maintain communications throughout a project.

We use the information we have to better personalise the final product.

We use the information we have on third parties involved in a project to better personalise the final product.

We use the information we have to contact you with marketing communications.

3. How is this information shared?

No information we have, apart from that which is in the public domain, will be shared with anyone outside of this organisation without first acquiring the subject's consent.

We will, however, share information with law enforcement or in response to legal requests.

4. What is our legal basis for processing data?

We collect, use and share data in the ways described above:

- As necessary to fulfil our contract with you.
- Consistent with your consent, which you may withdraw at any time.
- As necessary to comply with legal obligations.
- To protect your vital interests, or those of others.
- As necessary in the public interest.
- As necessary for our legitimate interests

5. Who has access to your data?

Only employees of Blue Giraffe Imaging will have access to data collected and will not share information outside of the organisation without consent of the data subject and the company data controller/processor.



6. How can you exercise your rights provided under the GDPR?

Under the General Data Protection Regulation, you have the right to access, rectify, port and erase your data. You also have the right to object to and restrict certain processing of your data. This includes:

- the right to object to our processing of your data for direct marketing, which you can exercise by using the "unsubscribe" link in such marketing communications; and
- the right to object to our processing of your data where we are performing a task in the public interest or pursuing our legitimate interests or those of a third party.

7. Data retention and deletion

We will store your data until it is no longer necessary to provide our services. This is a case-by-case determination that depends on things like the nature of the data, why it was collected and processed, and any relevant legal or operational retention needs.

We are required by law to retain our planning and risk assessment documentation for a period of three years. This type of information will therefore be deleted three years after the date of the final invoice or project completion, whichever is the later.

We will retain your information for analytical purposes as part of an archive once the project is completed.

We will retain and process your data in order to supply you with marketing offers. You can choose to opt out of this service at any time by unsubscribing or directly emailing the company.

8. How do we respond to legal requests or prevent harm?

We access, preserve and share your information with regulators, law enforcement and others:

- In response to a legal request.
- When we believe it is necessary to detect, prevent and address violations of our terms or policies, to protect ourselves (including our rights and property or products), to protect you or others or as part of an investigation or other regulatory enquiry.

9. How to contact us with questions

If you have any questions about this, or any of our policies, you can contact us directly online at info@bluegiraffeimaging.co.uk or by phone on 0788912267

You also have the right to lodge a complaint with the Information Commissioners Office of Scotland or local supervisory authority.