



# PRIVACY POLICY

TABLE OF CONTENTS	
Policy Title.....	1
Our contact details.....	2
Definitions.....	2
The type of personal information we collect.....	2
How we get the personal information and why we have it.....	3
How we store your personal information.....	4
Your data protection rights.....	4
How to complain.....	5

Policy Title	
Document:	Privacy Policy
Created:	14 Jun 2023
Review Date:	15 Jun 2024
Author:	Tom Evans
Version:	002

Blue Elephant UK Ltd. is committed to protecting the privacy of all of our customers, Suppliers and Freelancers.

Blue Elephant UK Ltd - CRN: 08737696  
 Elephant House, Lagham Rd, South Godstone, Godstone RH9 8HB  
 Tell: 020 3818 1788

This privacy policy applies to all data collected and stored by Blue Elephant UK Ltd. through our website, Emails and administration of quoting and project delivery services ("The Service," as further defined below). While this policy has been written in line with the privacy policies of other linked or integrated services such as our data storage providers or third party data handlers, they maintain their own privacy policies.

Our contact details	
<b>Name:</b>	Blue Elephant UK LTD
<b>Address:</b>	Elephant House, Lagham Rd, South Godstone, Godstone RH9 8HB
<b>Phone Number:</b>	020 3818 1788
<b>Email:</b>	<a href="mailto:DPO@blueelephantuk.com">DPO@blueelephantuk.com</a>

### Definitions

- "The Service" means our processes of quoting and project delivery, or those services supplied to us by third parties.
- "your Organisation" means your company, charity or other type of organisation that has engaged or enquired about our services. In the relationship between us, your Organisation should be considered the Data Controller as defined within the context of the General Data Protection Regulation (GDPR) and UK data protection law.
- "us", "we" and "our" Blue Elephant UK Ltd. In the relationship between us, Blue Elephant UK Ltd should be considered the Data Processor as defined within the context of the General Data Protection Regulation (GDPR) and UK data protection law.
- "you" means you, the person who requests or engages with The Service on behalf of your Organisation. This may include others within your Organisation to whom you choose to grant user access to The Service. This also includes representatives of organisations who provide products or services to us.

### 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
- Physical work address
- Mobile number
- Limited demographic information

- Photographs of your projects and events for personal or social media use

In addition to the above, for freelancers, contractors and suppliers we would also hold the following:

- Skillsets & qualification information
- Photographs as submitted by you of you
- Bank account details for the purposes of payments and cross checking bank account information against invoices

### 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:

- For the purposes of providing a quotation as requested
- For the purpose of following up with you after a quote has been provided
- For the purpose of project delivery if a quote is accepted
- For the purpose of maintaining the future contact with you and/ or your organisation
- For the purposes of processing and maintaining financial records
- We also receive personal information indirectly, from the following sources in the following scenarios:
  - By referral from third party suppliers who you have engaged with, for example when booking a venue for the use of an event, we will be introduced to you and your details provided to us for the purposes of offering a quotation.
- We may share this information with:
  - Third party contractors for project delivery purposes, eg delivery addresses and contact information
  - **Xero** - our financial account system
  - **Google Drive** - for storage of project data
  - **Google Cloud** - for the management of communications
  - **Zoho** - for the management of communication and storing of personal data
  - **Team Track** - for the management of team deployment and allocations

- **Current RMS** - management of project delivery and asset management
- **Flex Rental Solutions** - management of project delivery and asset management
- Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are: **[delete as appropriate]**
- **(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [DPO@blueelephantuk.com](mailto:DPO@blueelephantuk.com)**
- **(b) We have a contractual obligation.**
- **(c) We have a legal obligation.**
- **(f) We have a legitimate interest.**
- **(g) For surety and security of payment, either payment to us for products and services or for payment to suppliers for payment and services.**

#### How we store your personal information

- Your information is securely stored on password protected systems that require dual authentication.
- Only those that require it have access to your information and they are only provided with the minimum amount of information they require to carry out their role.
- We keep all personal information as stated above for as long as you remain engaged with our service.
- we keep all personal information for as long as we are legally required to do so after the termination of our commercial interactions
- Once we have determined that we longer need to hold your data for legal or contractual reasons, we will then dispose of your information as soon as reasonably practicable by using the deleted functions provided by the data storage systems, we will then ensure it has been deleted from all data storage systems relating to our commercial relationship.
- When holding your data for legal or contractual reasons, only the minimum required data is held and is only accessible by the person or persons required to access it.

## 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.

**Your right to reduce contact** - You have the right to opt out of any communications that are not beneficial, suitable or relevant to you.

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 [DPO@blueelephantuk.com](mailto:DPO@blueelephantuk.com) 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 [DPO@blueelephantuk.com](mailto:DPO@blueelephantuk.com)

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

Blue Elephant UK Ltd - CRN: 08737696

Elephant House, Latham Rd, South Godstone, Godstone RH9 8HB

Tell: 020 3818 1788

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

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