

LSD Promotions Privacy Notice/Policy

This privacy policy explains how we use any personal information we collect about you.

Controllers contact details:

Our postal address is:

LSD Promotions
Ground Floor Offices
Stamford Mews
Enville Estates
DY7 5HD

Contact number: 01384 877336

Email address: hr@lsdpromotions.com

Type of information we collect

We collect all information required so that we can fulfil the requirements of the contract with our local authorities and business partners, this includes but is not limited to the information provided as part of the contract and additional information provided to LSD in order to fulfil the contract.

Specific personal identifier information is collected, which relates to information that can be used to identify a living person such as:

- Full names
- Email addresses
- Contact numbers
- Postal Addresses
- Photographs / videos

This list is non-exhaustive.

Obtaining personal information

In most cases, the personal information we process is provided to use directly by you for one of the following reasons:

- You have submitted an enquiry to us
- You have completed an online registration form to become a member
- You have submitted a complaint to us
- You become a customer / business partner
- You have applied for a job with us

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

- From public authorities
- From existing customers
- An employee provides your contact details as an emergency contact or a referee
- Photographs or videos which are captured for marketing purposes

This list is non-exhaustive.

Processing your data

We mainly rely upon legitimate interests in performing our contract with our business partners as the lawful basis on which we collect and use your personal data and your data is processed in the following ways:

- To provide you with information on events and services that may be of interest to you
- To carry out our obligations arising from any contracts entered into between yourselves and LSD
- To notify you about changes to our services and provide you with information that is relevant to the use of the services
- For marketing purposes (including photographs and videos which are taken at markets/events)

Please note, filming/photography does take place for promotional and marketing purposes at most LSD Promotions markets or events. The photographs and recordings made are likely to appear on our social media platforms and on our website. If you would prefer not to be photographed, please let a member of the LSD team aware on site. All staff members are identifiable via an LSD branded hi-vis and lanyard.

If we rely upon another lawful basis to process your data, you will be advised of this.

Storage and retention of personal information

Your information is securely stored within a locked office. We only retain data for as long as necessary in accordance with data protection regulations. For a full breakdown of our data retention table, please use the contact details above to request this.

Your rights

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information, however, the range of rights include:

- a. Your right of access

You have the right to ask us for copies of your personal information by submitting a subject access request.

b. 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.

c. Your right to erasure

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

d. Your right to object to processing

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

e. Your right to restriction of processing

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

f. Your right to object to processing

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

g. 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.

h. Your right to withdraw consent

Where we are relying upon consent to process your personal data, you have the right, in certain circumstances to withdraw consent.

Please contact us using the details above if you wish to make a request.

Complaints

If you have any concerns about our use of your personal information, you can complain to us using the above contact details.

You can also complain to the Information Commissioners Office (ICO) if you are unhappy with how we have used your data.