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EVENTS . PROJECTS . PRODUCTION

**L I V E**

DOCUMENT	Privacy Notice
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## Our Details

<b>Company Name</b>	Nichols & Webster Ltd t/a NW Live
<b>Company Registration Number</b>	10333253
<b>Registered Office</b>	1 Vincent Square, London, SW1P 2PN
<b>Postal Address</b>	NW Live, Runway East, York And Elder Works, 50 New England St, Brighton, BN1 4AW
<b>VAT Number</b>	277 2072 94
<b>Data Protection Officer</b>	Joe Nichols
<b>Contact</b>	hello@nwlive.co.uk

The organisation is committed to being transparent about how it collects and uses data and to meeting its data protection obligations.

## What information does the organisation collect?

The organisation collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number

## 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:

- You have requested information on a product/service or employment

Data is stored in a range of different places, including in the organisation's IT systems (including the organisation's email system).

We use the information that you have given us in order to communicate with individuals outside the organisation. We may share this information with local authorities and emergency services.

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

- Your consent. You are able to remove your consent at any time. You can do this by contacting Hello@nwlive.co.uk.
- We have a legal obligation.
- We have a vital interest.
- We need it to perform a public task. We have a legitimate interest.

## How we store your personal information

Your information is securely stored. We keep names and emails for 12 months. We will then dispose your information.

## 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 [Hello@nwlive.co.uk](mailto:Hello@nwlive.co.uk) 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 [Hello@nwlive.co.uk](mailto:Hello@nwlive.co.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

<b>Address</b>	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
<b>Contact Number</b>	0303 123 1113
<b>Website</b>	<a href="https://www.ico.org.uk">https://www.ico.org.uk</a>