

IK Publicity Ltd Privacy Policy

Our contact details

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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 addresses and where appropriate, telephone numbers
- Customer financial information
- Location data

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:

- So that we may keep in touch with our clients and service providers we work with
- So that we may collect client fees and payments whether by invoice or automatic subscription
- So that we may link with clients via video call online

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

- Via video conference and recorded calls.

We use the information that you have given us in order to

- Further improve our client service
- Gather testimonials for our service

We may share this information with other individual clients that we work with when we deem it appropriate.

Under the General Data Protection Regulation (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 isabelle@ikpublicity.co.uk

How we store your personal information

Your information is securely stored via computer software and online customer portals.

We keep your personal data for as long as you work with us and thereafter for up to 5 years. We will then dispose your information by electronic deletion. We will hold video information for up to 2 years. We will then dispose your information by electronic deletion.

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 isabelle@ikpublicity.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 isabelle@ikpublicity.co.uk.

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>