

1.1 OUR CONTACT DETAILS

- (a) **NAME:** SW11 DJ LTD (Registered Company No. 15598714)
- (b) **PHONE NUMBER:** 07751668092
- (c) **EMAIL:** andrew@sw11dj.co.uk
- (d) **WEBSITE:** www.sw11dj.co.uk

1.2 WHAT TYPE OF INFORMATION WE COLLECT

- (a) We currently collect and process the following information:
 - a. Personal identifiers;
 - b. Contacts;
 - c. Names;
 - d. Email address;
 - e. Postal address;
 - f. Mobile number;
 - g. Date of marriage;
 - h. Friend/family names;
 - i. Friend/family phone numbers;
 - j. Venue contact names;
 - k. Venue contact phone numbers;
 - l. Interests such as favourite songs/music/genres;
 - m. Other information that may be required from time to time for the purposes of providing our services to you.

1.3 HOW WE GET THE INFORMATION AND WHY DO WE HAVE IT

- (a) We collect information about you from your enquiry form on our website (www.sw11dj.co.uk), or Instagram, Facebook or any other means you use to contact us and provide us with your personal information as described above.
- (b) We collect information about you during any consultation calls we have to learn more about you and your event that you are booking our services for.
- (c) Having completed the Information Commissioners Office (ICO) Legitimate Interests Assessment (LIA) we have determined that the lawful basis on which we process your data is both on a legitimate interests basis and a contractual legal basis. This is in order to fulfil the contractual obligation that you have asked us to complete by providing our services to you.
- (d) Following the completion of our ICO LIA we have concluded that it would not be possible for us to complete our contractual obligation with you without collecting the information referred to above. We have also come to the conclusion that there is a legitimate interest for us to process the data above.

1.4 WHAT WE DO WITH THE INFORMATION

- (a) We use your information provided to us to enable us to prepare your invoice and booking form, take payment from you and to be able to provide our DJ services to you as per our contractual agreement. We also use this data to be able to stay in touch with you, add you to our marketing emails and ensure you stay up to date with the latest information about SW11 DJ Ltd.

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- (b) We do not share your information with anyone else unless we are asked to do so or we need to (for example if you ask us to obtain a quote from another supplier, or if your venue asks for specific information to enable us to perform our services at their venue for you, or if we use a third party to help us run our business – i.e. emails, marketing).
- (c) We do not share your data outside of the EU.
- (d) We do not use any automated decision making, not any profiling.

1.5 HOW WE STORE YOUR INFORMATION

- (a) Your information is securely stored in a variety of ways.
- (b) Where you submit your information to us via www.sw11dj.co.uk (our website), Facebook or Instagram (or any other medium including email) then your information will be stored firstly there.
- (c) We then store your information in our password protected Excel master tracker which stores all of our bookings. We may also store your information on our personal mobile devices (to keep track of our calendars and bookings) and share this via WhatsApp/other mediums with any other of our DJs to enable the organization and performance of your services.
- (d) All of your personal data is deleted by us after 12 months from sources held by us (i.e. our own systems). We will then delete your data from our systems. We cannot be responsible for the storage/deletion of your data that comes to us indirectly, i.e. from the company that hosts our website, Facebook, Instagram etc. or any middle company or agency such as a wedding booking website or server.

1.6 YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

- (a) **Your right of access** - You have the right to ask us for copies of your personal information.
- (b) **Your right to rectification** - You have the right to ask us to rectify 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 erase your personal information in certain circumstances.
- (d) **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- (e) **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
- (f) **Your right to data portability** - You have the right to ask that we transfer the 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 andrew@sw11dj.co.uk if you wish to make a request.

1.7 HOW TO COMPLAIN

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