

Art Logistics Ltd Privacy Policy

In line with government regulations regarding GDPR, please find below Art Logistics Ltd privacy policy which outlines how we collect, store and process your personal data. If you have any questions, please contact us directly at mail@artlogistics.co.uk.

In this policy, "we," "us," and "our" means Art Logistics Ltd, a company registered in England and Wales, Registered No 03008873, registered office 43-45 Dorset Street, London W1U 7NA. "You" refers to the individual to whom the personal data relates.

Personal data is defined by the General Protection Regulation (EU Regulation 2016/679) (GDPR) as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'

This policy applies to personal data collected, used, shared and stored on clients and prospective clients, suppliers and prospective suppliers, contractors and prospective contractors, artists, contacts and staff of Art Logistics Ltd.

Personal data will be collected, used, shared and stored only where it is lawful, fair, relevant and necessary to do so and with transparency.

The Legal Basis

The legal basis for the personal data we collect, use and store will vary according to your relationship to us. Personal data will be collected, used, shared and stored only in:-

- The fulfillment of our **legal obligations**.
- Where relevant and necessary for **contractual reasons**. Ie. to carry out our obligations arising from any agreements entered into between you and us and to ensure the performance of contracts to which you have entered with us. This will include payment details and details of collections and/or deliveries.
- Where relevant and necessary for **legitimate business reasons**, valid and justifiable within the reasonable expectations of individuals to whom the personal data relates. This includes communicating with you and providing you with information about our services and our services to you.

The personal data we collect will vary according to your relationship to us and can include your:-

- Name
- Business name
- Job title
- Profession
- Date of birth
- Gender
- Address
- Email address
- Payroll information
- Legally required records
- Records of contractual undertakings and of legitimate interest
- National identification and documents. For example, National Insurance and Tax numbers, Passport details, driving license details.

We aim to ensure that the information we hold about you is accurate at all times. To assist us in ensuring your information is up to date, please send any changes in your personal details to mail@artlogistics.co.uk.

Sharing of personal data

- We will share your personal information with law enforcement agencies, other governmental agencies or third parties when required to do so by law
- The personal information you provide to us may be shared with a trusted third party; companies, agents, contractors and service providers in order to complete the service you have engaged with us.
- Your personal information may be transferred to, and stored at, a destination outside the European Economic Area ("EEA") and may also be processed by staff operating outside the EEA who work for us, or for one of our service providers, or authorized third parties. We will only transfer your information outside the EEA when we have established the recipient of this data is compliant the security standards and legal bases of EEA GDPR legislation or where the transfer is to a country deemed to provide adequate protection of your information by the European Commission.
- **We do not, under any circumstances use your personal data for profiling, research or marketing purposes.**

Retention of data

We will only keep the personal data we collect and store about you for as long as required for the purposes set out above. Files are reviewed periodically to check that information is accurate, up-to-date and still required. The review period will be dependent on your relationship to us and the legal basis on which the information was originally collected and continues to be stored.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorized access, disclosure, or breaches we have put in place suitable training, physical, electronic and managerial procedures to safeguard and secure personal data collected, processed and stored physically and digitally. Security is continuously updated as the technology becomes available.

Links to other websites

Our website contains links to other sites. While we try to link only to websites that share our high standards and respect for privacy, we are not responsible for the content, security, or privacy practices employed by other websites and a link does not constitute an endorsement of that website. Once you link to another website from our website you are subject to the terms and conditions of that website, including, but not limited to, its internet privacy policy and practices. Please check these policies before you submit any data to these websites.

Your Rights

You have the right:

- To make a 'subject access request'. I.e. to request access to and/or a copy of any personal data we hold about you.
- To have ease of access to your personal data.
- To query the accuracy of your personal data with guaranteed rectification of your personal data, if the information we are holding is inaccurate. All processing of personal data will be restricted until we have verified the accuracy of the personal data we hold.
- To ask us to delete your personal data if required to comply with a legal obligation.
- To ask us to delete your personal data, on reasonable grounds, unless it is required by us for contractual or legal obligations or the grounds for request are superseded by the legitimate interests on which it was collected. During any investigation as to legitimate interests, processing of your data will be restricted.
- To data portability. I.e. to request transfer of personal data to a legitimate third party, providing it is done by automated means and does not affect the rights afforded to the personal data of other individuals.
- To object to our processing your personal data in the interest or exercise of an official authority or to prevent its use for profiling, marketing, research or collection of statistics. We undertake not to use your personal data for profiling, marketing, research or collection of statistics.

All requests detailed above must be made in writing to mail@artlogistics.co.uk. Requests will be complied with once the identity of the individual making the request is verified. Responses are free of charge and will be made within one month, in compliance with data protection legislation, unless the request proves unfounded, excessive or if a request is unusual in complexity. In such cases the response period can be legally extended to two months and fees can be incurred. The fee will only reflect the administration costs involved, as prescribed by law. Administration fees can also be incurred for repetitive requests for access and for multiple copies of the same information.

Complaints

Complaints can be sent to mail@artlogistics.co.uk and will be responded to as soon as appropriate investigations have been undertaken. This will be within one or two months depending on the complexity of the complaint involved.

Formal complaints

If you have any concerns about our use of your information, you also have the right to make a complaint to the Information Commissioner's Office, which regulates and supervises the use of personal data in the UK, via their helpline on 0303 123 1113.