

Stage Management Company GDPR Policy May 2018

Stage Management Company currently do not subscribe any of our customers or suppliers to a direct mailing list. However, in order for us to comply with current GDPR regulations, this policy acts as notice that we may process your data for the running of the account you hold with us as a customer and/or supplier.

When you use our services we collect the following data about you:

- Name
- Trading details
- Email addresses
- Contact phone numbers including where applicable, mobile phone numbers.

We only use this information in order to successfully fulfil your requirements as a customer / supplier of The Stage Management Company (UK) Ltd and to answer any queries, questions or to fulfil quotations.

These details are held in our password protected accounting and rental tracking software systems so that we can provide you with the best customer experience and to protect your information.

We keep your information on file until we no longer have need to communicate with you, or until you request for us to remove it.

As a customer, we may from time to time send you information or catch up emails relating to services or equipment you have had from us previously or in relation to a purchase, or ongoing contract we may have with you or to simply say hello! The emails we send are always written personally by one of the team and are never as a result of a direct or automated mailing list.

As is the nature of our business, from time to time we may use trusted sub contractors and freelancers to provide services to you. We may need to share some information about you with these subcontractors and freelancers such as your name and contact details in order for us to fulfill our services to you. Our subcontractors/freelancers are not permitted to use this personal information for any purposes other than that of the professional business they are contracted to perform and must respect the confidentiality of such information at all times.

Your rights under this policy are as follows;

- The right to request to have the information we hold about you be provided to you
- The right to have any data that is incorrect, corrected
- The right to ask for us to remove your data from our systems in certain circumstances (although this would mean we are unable to contact you)

The person responsible for all matters concerning privacy and the collection of personal data, also known as the data controller is **Peter Hargreaves (Director)** and can be contacted on the below details.

The Stage Management Company (UK) Ltd

Registered In England and Wales No. 08373503

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