

PRIVACY POLICY:

This privacy policy sets out how “Makin Lightin” uses and protects any information that you give “Makin Lightin” when dealing with our company.

“Makin Lightin” is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when you either contact us for a quote or enter into a hire agreement with us, then you can be assured that it will only be used in accordance with this privacy statement.

“Makin Lightin” may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25/05/2018.

What we collect

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcodes and hire delivery/collection addresses.
- other information relevant to enable the provision of our service to you.

What we do with the information we gather

We require this information to enable us to carry out our Core Business Services of providing you with the hire of equipment from us, and also for the following reasons:

- Internal record keeping, such as invoicing, accounts auditing and stock control.
- We use a cloud based rental system, called “Current” for stock control, production of delivery notes and invoicing, which is fully compliant with the current GDPR regulations. A copy of the privacy statement covering that system can be provided on request.
- We may periodically send emails with information which we think may be relevant to you, using the email address which you have provided, when contacting us.
- We keep paper records for an initial period of 12 months for accounting purposes, and then these are archived and stored securely for another 5 years.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Controlling your personal information

- We will not sell, distribute or lease your personal information to third parties for any purpose whatsoever.
- You may choose to restrict the collection or use of your personal information, but please note: as we collect only necessary information to conduct our core business, this may result in us not being able to deal with you as a customer.
- You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please contact Mr. Jonathan Makin, at Makin Lightin via the contact details shown on our website.
- If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.