

Techling IT & AV Services Privacy Policy

Our contact details

Name: Techling IT & AV Services

Address: N/A

Phone Number: N/A

E-mail: contact@techling.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Name
- Email Address

Tell people about the type of personal information you collect. Personal information is any information that can be used to identify a living person. For example members' email addresses, customer financial information, employee data or website user stats. You can find more about [what constitutes personal information](#) on our website.

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:

- To get in touch with you regarding work which you have requested for us to carry out
- To send you invoices

~~**[If applicable]** We also receive personal information indirectly, from the following sources in the following scenarios:~~

- ~~• **[Add the source of any data collected indirectly and why you collected the personal information]**~~

~~We use the information that you have given us in order to **[list how you use the personal information]**.~~

We may share this information with WIX and BOKIO in order to store your contact details and generate invoices.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting contact@techling.co.uk

~~**(b) We have a contractual obligation.**~~

~~**(c) We have a legal obligation.**~~

~~**(d) We have a vital interest.**~~

~~**(e) We need it to perform a public task.**~~

~~**(f) We have a legitimate interest.**~~

How we store your personal information

Your information is securely stored by WIX and BOKIO.

We keep name and email address for 5 years. We will then dispose your information by removing it from our online systems.

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 contact@techling.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 contact@techling.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>