# **Checkie Privacy Policy**

Contact details:

E-mail: <a href="mailto:support@checkie.org">support@checkie.org</a>

## The type of personal information we collect

We currently collect and process the following information:

• First Name and Last Name, E-mail Address, Organisation Name, Photograph, Vehicle Registration Number, IP Address

#### How we get the personal information and why we have it

All of the personal information we process is provided to us directly by you for the following reason:

• To process your visitor information for signing in and out of an establishment

We use the information that you have given us in order to provide the Checkie service.

We do not share this information with any other organisations or individuals.

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 <a href="mailto:support@checkie.org">support@checkie.org</a>
- (b) We have a contractual obligation.
- (c) We have a legitimate interest.

#### How we store your personal information

Your information is securely stored in databases hosted in the UK.

We keep all information for a maximum period of six months. We will then dispose your information by deleting it from our databases.

### 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 <a href="mailto:support@checkie.org">support@checkie.org</a> 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 <a href="mailto:support@checkie.org">support@checkie.org</a>

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

Checkie ICO Registration Certificate