

# PicData Privacy Policy

## **Our contact details**

Name: White Hart Carw Gwyn Ltd

Address: Upper Glyn Farm, Devauden, NP16 6PN

Phone Number: 01291650761

E-mail: enquiries@whitehart.co.uk

## **The type of personal information we collect**

We currently collect and process the following information:

- Email address
- Photographs and other files uploaded to PicData
- Text added as comments to files uploaded to PicData

## **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:

- Your email address, in order to set up an account
- Photographs and other files when uploaded for storage on the site

We also receive personal information indirectly, from the following sources in the following scenarios:

- Your email address may have been provided by a third party to set up your account

We use the information that you have given us in order to manage your account and organise data stored on PicData.

We may share this information with C1 Align.

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

**We have a legitimate interest.**

## How we store your personal information

Your information is securely stored.

We keep email addresses and photographs for 12 years after the completion of the C1 Align project. We will then dispose your information by removing all files and associated data from our servers.

## 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 [enquiries@whitehart.co.uk](mailto:enquiries@whitehart.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 [enquiries@whitehart.co.uk](mailto:enquiries@whitehart.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>