

# Privacy Notice – To Gig Industry Software

## Suppliers & Vendors

We take the privacy of your data very seriously. This privacy policy sets out how Gig Industry Software uses and protects any personal information that you provide to us. The information may be provided by you when you sign contracts with us or when you provide us with contact details for support or correspondence purposes.

This policy supplements the Website usage Terms and Conditions

### Why do we hold your data?

If you are a supplier of goods or services to Gig Industry Software, we must of course hold and maintain some personal information about you and or your employees. This information is necessary for the day to day performance of orders and contracts, such as the processing of bank account details which we require to pay you, individual contact details to send purchase orders, letters and emails etc.

### What sort of data do we hold?

Typically it will be contact name and address within your company, role, email address and telephone contact numbers as well as bank account details for making payments to.

### How long do we hold your data?

When Gig Industry Software really no longer needs to keep certain data, we destroy paper documents securely by shredding and delete the electronic record in the Gig Industry Software Accounting system. Data is retained as a maximum for at least 6 years in relation to your Gig Industry Software products usage, or deleted as soon as the data is not pertinent to on-going enquiries or activities.

### Who can access your data?

Access to all of your information is strictly controlled and limited to ensure that only authorised Gig Industry Software employees or its approved 3<sup>rd</sup> party partners have access. As we are a global company, authorised users may be both inside and outside of the European Economic Area.

## Changes and access to your personal data

Under the GDPR you have the right to access and seek correction of personal information.

We will ask for proof of ID before allowing access. We will then ensure that the information we hold is corrected and updated. You can request to see this information and even have it corrected or deleted, by emailing a request to [mick.johnson@gigis.uk](mailto:mick.johnson@gigis.uk)

## Complaints

If you wish to raise a complaint on how we have handled any personal data, you can contact Information Security Manager via the email address [mick.johnson@gigis.uk](mailto:mick.johnson@gigis.uk) who will investigate the matter.

Information about your right to complain can be found on [www.ico.org.uk](http://www.ico.org.uk). You can complain by contacting The Information Commissioner's Office by telephone (0303 1231113) or <https://ico.org.uk/concerns/>