



## **Event Works Europe Ltd**

### **Privacy Policy**

Please find below the Event Works Europe Ltd data privacy policy which sets out how we use and protect any personal information.

We operate in accordance with UK data protection legislation including the General Data Protection Regulations (GDPR).

Event Works Europe Ltd takes the privacy of its client's and other parties' data extremely seriously and is committed to ensuring your privacy is protected. This policy sets out how we will treat personal data provided to us either via our web site or directly to one of our employees.

#### **When do we collect data?**

We can collect data from a variety of different sources, these include:

1. When you make an enquiry to us from our website
2. When you communicate with our staff, by phone or email
3. When you register for the purpose of attending an event

#### **What do we do with your personal information?**

The information we collect could include details such as your name, job title, organisation name, address, e-mail address, phone number, bank details. The information we collect is determined by what's needed in order for us provide you with the service you have requested.

We will only disclose personal data to third parties if this is required for the purpose of completing your transaction with us and will always ensure you are aware when this is the case.

We do not sell, rent or trade your personal information to third parties for marketing purposes.

We will provide a sufficient level of security in relation to the risks inherent in the processing of your personal data and with respect to the nature of the personal data to be protected.

By becoming an Event Works Europe Ltd client or supplier, you consent to the collection, storage and processing of your personal information as outlined above.

#### **How do we keep your data secure?**

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.

### **Website Delegate Registration**

All our websites are built with password protection to access any part of the website – the front end as well as the administration area.

Any payments facility needed would use a reputable secure payment gateway.

### **Destruction of Data**

Personal data obtained when individuals attend a conference or incentive programme will be safely destroyed or removed from our systems within 2 months of completion of the event or programme, or sooner if agreed or requested.

Other personal data will be safely destroyed or removed from our systems if it has not been accessed during the previous 4 years, except in the case of certain financial data, required by the tax authorities, which may be retained for a period of 7 years.

Data in physical form is destroyed using a shredder either at Event Works Europe offices or using a specialist company. Data in electronic form is removed from our systems on a scheduled basis.

### **Suppliers, Subcontractors and Employees**

Suppliers, Subcontractors and Employees shall treat all information provided by Event Works Europe Ltd clients as confidential and shall only use, hold and process such information for the purpose of performing the services notified by Event Works Europe Ltd and shall comply with all relevant elements of this policy. Suppliers, Subcontractors and Employees shall not publicise any information in connection with Event Works Europe Ltd without prior written consent. Event Works Europe Ltd shall not share any information provided by any Supplier, Subcontractor or Employee with any other party without prior notification unless required to do so by law.

### **Consent**

By disclosing your personal information to us via one of our websites, by telephone or in writing, you consent to the collection, storage and processing of your personal information by Event Works Europe Ltd as outlined in this Policy.

### **Subject Access Rights**

Any request for a copy of an individual's information held by Event Works Europe Ltd or requests to delete an individual's information or any other privacy questions or concerns will be actioned within 30 days. Requests should be made to: [jayne@eventworkseurope.com](mailto:jayne@eventworkseurope.com)