# Stressfreeevents.co.uk

# the venue transformers

#### **Privacy Policy**

# What we need

Alternative Occasions Ltd (trading as Stressfreeevents) will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location-based information. This does however include name, address, email etc.

#### Why we need it

We need to know your basic personal data in order to provide you with venue transformation services. We will not collect any personal data from you we do not need in order to provide this service to you.

#### What we do with it

All the personal data we process is processed by our staff in the UK. No third parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

# How long we keep it

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

### What we would also like to do with it

We would like to use your email address to keep you informed of new products and services that we think will be of interest to you (legitimate interest). This information is not shared with third parties and you can unsubscribe at any time via phone, email or our e-newsletters.

### What are your rights?

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Our Data Protection Officer is Liz Sexton and you can contact her at <a href="mailto:info@stressfreeevents.co.uk">info@stressfreeevents.co.uk</a>