

COMPANY DETAILS

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Retention Period: 7 Years

1. THE PURPOSE(S) OF PROCESSING YOUR PERSONAL DATA

We use your personal data for the following purposes:

- To manage our employees;
- To maintain our own accounts and records;
- To inform individuals of news, events or activities;

You may give us information about you by filling in forms on our site ???/ (our site) or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register to use our site, subscribe to our service, participate in discussion boards or other social media functions on our site, enter a competition, promotion or survey, and when you report a problem with our site.

2. DATA SHARING – 3RD PARTIES

We do not sell or exchange your personal data with any organisations

a. **Platforms** We keep a list of the software platforms we use to run our business. If you require a list of the platforms we use, please email us

b. **People** At times we employ an outsourced support team for the operation of our day to day business which may include; Virtual Assistants, Web Designers, IT support, Sales and Marketing, Accounting and other Freelance services. Access to your data where applicable will be limited and deleted accordingly or at your request, and monitored by our fulltime staff, log on to password protected devices and services by EventPro staff only. Your data is held in the strictest confidence and our employers and support team are all contracted to strict confidentiality clauses.

3. WHERE IS YOUR DATA LOCATED?

We use mainstream password protected packages and services to access our customer records, email and accounting systems, all hardware used to access these services are also password protected. This means that some of your data may be held in the EEA and USA with the required data privacy shields. We use mainstream suppliers with appropriate security standards.

4. RETENTION PERIODS

Your information could be kept for the length of time set out in our retention period. We retain customer information to satisfy HMRC and our insurers and Information on prospective customers to ensure we maintain an effective sales enquiry system. If you subscribed to a newsletter or updates list, you will remain on the list(s) you joined until you unsubscribe from that list.

5. YOUR RIGHTS

You have the right to know what information we are collecting, and we will make any relevant amendments if you believe this is inaccurate. If you provide information we should not be keeping, or it is out of date or otherwise wrong, please advise so we can take appropriate action and either amend or delete from our data

base. The information we hold is not based on your individual consent but on our needing the information to run our business and provide our products and services as per your request. Should you require further information on the data we store applicable to you / your business then contact us providing your name, email address and we will provide the information only relevant to you and how we are using it / have used it. You have a “right to be forgotten” – this may include some legal limits. If the information we store for you / your business should be removed, please advise. Note that we may not be able to remove all data as we will have to ensure that we can continue to comply with legal, accounting, taxation and insurer’s requirements.

6. CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.