

PRIVACY POLICY

Privacy Notice

Please read the following information carefully. This privacy notice contains information about what data we collect and store about you and why. It also tells you who we share this information with, the security mechanisms we have put in place to protect your data and how to contact us if you have a complaint.

Who we are

This website is provided by Special Event Tipis, an Event Hire company in England. Our business address is Warwick House, Warwick on Eden, Carlisle, CA4 8PA.

Special Event Tipis collects, uses and is responsible for personal information about you. When we do this we are the 'controller' of this information for the purposes of the General Data Protection Regulation and other applicable data protection laws.

Our Data Protection Officer

Kate Lowe is our Data Protection Officer. She can be contacted at kate@specialeventtipis.co.uk and by telephone on 0800 321 3677.

Information we collect about you

In order to put together a quote for you we may collect the following personal information about you:

- Your name
- Your contact details

Legal reasons we collect and use your personal information

There are a number of ways we process your information.

- Contact you regarding a query
- Notify you of changes to our services
- Send you information which you have requested and that may be of interest to you
- Process a job application

Who will we share your personal information with

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

How long will we store your personal data

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Cookies

Like many other websites, our website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

Your Rights

Under the General Data Protection Regulation, you have a number of important rights that you can exercise free of charge. In summary, these rights are to:

- Be **informed** about how we are processing your data
- **Access** to your personal information and other supplementary information

- Require us to **correct** any mistakes or complete missing information we hold on you
- Require us to **erase** your personal information in certain circumstances
- Receive a copy of the personal information you have provided to us or have this information be sent to a **third party**.
- **Object** at any time to processing of your personal information for direct marketing
- **Object** in certain other situations to the continued processing of your personal information
- **Restrict** our processing of your personal information in certain circumstances
- Request not to be subject to **automated decision making** which produce legal effects that concern you or affect you in a significantly similar way

If you want to exercise any of these rights, please:

- Email, call, or write to us (see 'Get in touch below')
- State the right or rights that you wish to exercise

We will respond to you within one month from when we receive your request.

How to change your marketing preferences

Please note if you wish to unsubscribe from any email you can do so by following the link provided in your next email or by sending an email to info@specialeventtipis.co.uk with the word "unsubscribe" in the subject header. It may take up to 14 days for this to become effective.

How to make a complaint

We hope that you are happy with our service and that our Data Protection Officer can resolve any issues or complaints that arise. Please get in touch if you have any concerns (see 'Get in touch' below).

The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority. The UK supervisory authority is the Information Commissioner's Office who can be contacted the following ways:

Web: <https://ico.org.uk/concerns/>

Email: casework@ico.org.uk

Telephone: 0303 123 1113

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Our Security

The security of your data is a priority at Special Event Tipis. We have a team who ensure that your personal data is protected from loss, damage or unauthorised disclosure.

Future Processing

We will contact you following your event for you to give us feedback by way of a survey and to see if you would like to supply any images from your event.

We do not intend to process your personal information for any reason other than stated within this privacy notice.

Changes to this privacy notice

We constantly review our internal privacy practices and may change this policy from time to time. We may notify you by email with any updates.

Get in touch

If you have any questions about this privacy notice or the information we hold about you, please contact us:

By phone: 0800 321 3677

By email: info@specialeventtipis.co.uk

By post: Warwick House, Warwick on Eden, Carlisle, CA4 8PA

Last updated: May 2018