

## **PRIVACY NOTICE (Prospective Customer Employees)**

At Corporate Events we are committed to protecting your privacy. This policy applies when we are acting as a controller of personal data, that is where we have determined the purposes and means of the processing of that personal data. It applies to employees of organisations with which we are seeking to establish a business relationship.

We will process your personal data for the purpose of communication with your employer and improving our services (we may record or monitor communications between you and us for the purposes of quality control and staff training). The legal basis for this processing is that it is necessary to achieve our legitimate interest, namely providing information on our services that may be of value and establishing a business relationship with your employer.

We will retain all personal data we have obtained relating to you for a maximum of 5 years from the date of our last communication with you, to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting or reporting requirements.

We will share your personal data with our suppliers only to the extent that the disclosure is reasonably necessary for the purposes of seeking to establishing a business relationship with your employer and enhancing the relevance of any any communications we have with you and/or your employer.

Some of our processing is carried out in the USA by Hubspot under the EU-US Privacy Shield, which the European Commission has decided provides an adequate level of protection in relation to personal data.

As you are providing us with your personal data, it is important to us that you are aware of the following rights that you have in relation to our processing of that personal data.

- You can be provided with a copy of any personal data concerning you that we process, unless that would affect the rights and freedoms of others. You can also be provided with information on how that personal data is processed by us.
- You can have us rectify any personal data of yours that we hold that is inaccurate or incomplete. In certain circumstances, you can also ask us to erase or restrict the use of any of your personal data that we process.
- You can object at any time to our processing of your personal data on grounds related to your particular situation.
- You can object at any time to our processing of your personal data for direct marketing purposes.

You can exercise any of the rights listed above by contacting us using the details at the bottom of this notice. If you are unhappy with any aspect of how we processed your personal data or your request to exercise a right, you can lodge a complaint with the Information Commissioner's Office.

Corporate Event Services Limited is incorporated and registered in England and Wales with company number 3512839 and whose registered office is at Unit 1 Marshall Road, Hillmead, Swindon, Wiltshire, SN5 5FZ.

We are contactable by email at [info@corporate-events.co.uk](mailto:info@corporate-events.co.uk).