



Privacy Notice

Customer and Supplier Employees

Corporate Event Services Limited trading as Corporate Events

Last updated: 02 February 2026

Corporate Events is committed to protecting personal information and handling it lawfully, fairly, transparently and securely. This notice explains how we use personal information relating to self-employed customers and suppliers and employees, representatives and contacts of our customers and suppliers.

1. Who we are

Corporate Event Services Limited, trading as Corporate Events, is incorporated in England and Wales under company number 3512839. Our registered office is Unit 1 Marshall Road, Hillmead, Swindon, Wiltshire, SN5 5FZ.

For the processing described in this notice, Corporate Events usually acts as the data controller because it determines why and how personal information is used. In some client engagements, Corporate Events may act as a processor on the documented instructions of the client. The relevant contractual and privacy arrangements apply in those circumstances.

2. How to contact us

Privacy enquiries, requests and complaints can be sent to: info@corporate-events.co.uk.

Corporate Events retains the services of a qualified third-party Data Protection Officer. Privacy matters requiring specialist review are referred to the Data Protection Officer through the contact details above.

3. Personal information we collect

- Name, job title, employer or business name and professional contact details.
- Business correspondence, instructions, enquiries and records of communications.
- Contract, order, invoice, payment and transaction information relating to the business relationship.
- Information needed to arrange or deliver products, services, meetings or events.
- Access, security or identification information where necessary for authorised systems or premises.
- Feedback, complaint, service-quality and relationship-management information.
- Other information supplied in the course of the customer or supplier relationship.

4. How we obtain personal information

We obtain personal information directly from individuals, from their employer or organisation, through business correspondence and contracts, and through the delivery and administration of our services. Where information is obtained from another source, we use it only where it is relevant to the business relationship and permitted by law.

5. Purposes and lawful bases

Purpose	Typical information	Lawful basis
Communicating with customers and suppliers and managing the relationship	Identity, contact and correspondence information	Legitimate interests in operating our business and maintaining customer and supplier relationships.
Providing and receiving products and services and meeting agreed requirements	Contact, contract, order, project and service information	Performance of a contract where the individual is a party; otherwise legitimate interests in administering the relevant business contract.
Finance, invoicing, payments and business records	Contact, contract, invoice, transaction and payment information	Legal obligations and legitimate interests in financial administration,



		debt recovery and record keeping.
Quality, training and service improvement	Correspondence, feedback, complaint and service-quality information	Legitimate interests in monitoring and improving our services. Where communications are recorded or monitored, appropriate information is provided.
Security, fraud prevention and incident management	Identity, access, system, communication and incident information	Legitimate interests in protecting information, systems, personnel, premises and business operations; and legal obligations where applicable.
Establishing, exercising or defending legal claims	Relevant relationship, contract, communication and transaction records	Legitimate interests in protecting our legal rights and responding to claims or disputes.

6. Sharing personal information

We share personal information only where necessary and proportionate for the purposes described above. Recipients may include:

- Customers, suppliers, venues, professional advisers and business partners involved in the relevant service or transaction.
- Managed IT, cloud, communications, finance and other service providers acting under appropriate contractual controls.
- Public authorities, regulators, courts, law-enforcement bodies or insurers where disclosure is required or permitted by law.
- Other parties where required for a corporate transaction, legal claim or the protection of rights and security.

Service providers are given access only to information required for their authorised service and are subject to appropriate confidentiality, security and data-protection obligations.

7. International transfers

We do not transfer personal information outside the UK unless there is a valid business need and the transfer is permitted by UK data protection law. Before an international transfer is undertaken, we identify an appropriate transfer mechanism and assess whether supplementary safeguards are required. These may include UK adequacy regulations, the UK International Data Transfer Agreement, the UK Addendum to the EU Standard Contractual Clauses, contractual controls, access restrictions and encryption, as applicable.

Where a service provider processes information outside the UK, the applicable country, transfer mechanism and safeguards are documented using verified supplier and contractual information. Individuals may contact us for further information about the safeguards relevant to their personal information.

8. Retention

We keep personal information only for as long as necessary for the purpose for which it was collected and to meet applicable legal, accounting, contractual, reporting and claims-management requirements. Retention periods vary according to the type of record and the relationship involved. When information is no longer required, it is securely deleted or anonymised in accordance with applicable retention arrangements.

9. Security

We apply appropriate technical and organisational measures designed to protect personal information against unauthorised or unlawful processing and against accidental loss, destruction or damage. Measures include access controls, least privilege, authentication, device and storage protection, secure transfer, monitoring, staff training, incident-management arrangements and supplier assurance, as applicable to the information and risk.



10. Your rights

Depending on the circumstances, individuals have rights under UK data protection law, including the right to:

- ask for access to personal information and information about how it is used;
- ask for inaccurate or incomplete information to be corrected;
- ask for information to be erased in applicable circumstances;
- ask us to restrict processing in applicable circumstances;
- object to processing based on legitimate interests and object to direct marketing at any time;
- receive or transfer certain information in a portable format where the right applies;
- withdraw consent at any time where processing relies on consent, without affecting earlier lawful processing; and
- raise concerns about solely automated decisions producing legal or similarly significant effects, where applicable.

These rights are subject to legal conditions and exemptions. We may need to verify identity before responding to a request.

11. Complaints

Please contact us first if you have a concern about how we use personal information. You also have the right to raise a concern with the Information Commissioner's Office, the UK supervisory authority for data protection.

12. Changes to this notice

We review this notice periodically and update it when our processing, legal requirements or relevant services change. The current version is identified by the "last updated" date above.

13. Contact details

Corporate Event Services Limited
Unit 1 Marshall Road
Hillmead
Swindon
Wiltshire
SN5 5FZ
Email: info@corporate-events.co.uk