



Privacy Notice

Prospective Customer Employees and Business Contacts

1. Who this notice applies to

This notice applies to employees and business contacts of organisations with which we have, or are seeking to establish, a business relationship. Corporate Event Services Limited acts as a data controller for the processing described in this notice.

2. Personal data we may use

- Name, job title, employer and business contact details.
- Business correspondence, enquiries and records of our interactions with you.
- Information about your organisation, role and stated business interests that is relevant to our services.
- Marketing preferences and records of objections or opt-outs.
- Information generated through legitimate business development activity where permitted by law.

3. Why we use your personal data and our lawful bases

We may use business contact information to respond to enquiries, communicate with your organisation, provide information about our services, manage prospective business relationships, improve our services and maintain appropriate business records. Our lawful basis will normally be our legitimate interests in operating and developing our business and communicating with organisational contacts. Where consent is required for a particular activity, we will seek and record it. Electronic direct marketing is also handled in accordance with applicable UK electronic communications rules.

4. Where personal data comes from

We may obtain information directly from you, from your employer, through business correspondence, referrals, events, publicly available professional sources or service providers used for legitimate business development purposes.

5. Sharing and service providers

We may share relevant personal data with suppliers and service providers that support our customer relationship management, communications and business operations, but only to the extent reasonably necessary for those purposes. We require appropriate data protection and confidentiality arrangements where a supplier processes data for us.

6. International transfers

Some service providers may process personal data outside the UK. Where this occurs, we use an applicable UK international transfer mechanism or another lawful transfer basis, as required.



7. Retention

Our existing prospective customer notice sets a maximum retention period of five years from our last communication with you, including for legal, accounting and reporting purposes. We will apply that period subject to any shorter operational requirement or longer legal obligation documented in our retention arrangements.

8. Direct marketing

You may object to direct marketing at any time. We will act on valid opt-out requests and maintain only the information needed to respect your preference where appropriate.

9. Automated decision-making

We do not assume that solely automated decisions with legal or similarly significant effects are used for prospective customer contacts. If this changes, we will provide the required transparency and safeguards.

Your data protection rights

Depending on the circumstances, UK data protection law gives you rights including access to your personal data, correction of inaccurate data, erasure, restriction of processing, objection to processing, and data portability. Where we rely on consent, you may withdraw it at any time without affecting processing already carried out lawfully. Some rights are subject to legal conditions and exemptions.

Questions and complaints

If you have a question about this notice, want to exercise a right, or wish to make a data protection complaint, please contact Corporate Event Services Limited at info@corporate-events.co.uk or Unit 1 Marshall Road, Hillmead, Swindon, Wiltshire, SN5 5FZ. We will handle data protection complaints through our internal complaints process. If you are dissatisfied with our response, you may raise your concern with the Information Commissioner's Office (ICO).

Changes to this notice

We keep this notice under review and will update it when our processing activities, service providers or applicable data protection requirements materially change.

About us

Corporate Event Services Limited is incorporated and registered in England and Wales under company number 3512839. Registered office: Unit 1 Marshall Road, Hillmead, Swindon, Wiltshire, SN5 5FZ. Contact: info@corporate-events.co.uk.