

Event Group (Event Services & Plant Ltd), Guernsey.

Privacy Policy

We are committed to safeguarding the privacy of our website[s] visitors and clients; this policy sets out how we will treat your personal information. This policy refers to both on-line contact and actual contact / contractual establishment, as applicable.

(1) What information do we collect?

We may collect, store and use the following kinds of personal information:

- (a) information about your computer and about your visits to and use of our website[s] (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views, website navigation).
- (b) information relating to any transactions carried out between you and us on or in relation to our website[s], including information relating to any purchases you make of our goods or services.
- (c) information that you provide to us for the purpose of registering with us (including name, address phone numbers and email address).
- (d) information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters (including name, address, phone numbers and email address).
- (e) any other information that you choose to send to us; and
- (f) other information.

(2) Cookies

A cookie consists of information sent by a web server to a web browser and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We may use both “session” cookies and “persistent” cookies on the website. We will use the session cookies to keep track of you whilst you navigate the website.

We will use the persistent cookies to enable our website to recognise you when you visit;

Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

We may use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at:

<http://www.google.com/privacypolicy.html>

Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies. For example, in Internet Explorer you can refuse all cookies by clicking “Tools”, “Internet Options”, “Privacy”, and selecting “Block all cookies” using the sliding selector. Blocking all cookies will, however, have a negative impact upon the usability of many websites, including ours.

Using your personal information

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- (a) administer the website;
- (b) improve your browsing experience by personalising the website;
- (c) enable your use of the services available on the website;
- (d) send to you goods purchased via the website, and supply to you services purchased via the website;
- (e) send statements and invoices to you, and collect payments from you;
- (f) send you general (non-marketing) commercial communications;
- (g) send you email notifications which you have specifically requested;
- (h) send to you our newsletter and other marketing communications relating to our business or the businesses of carefully-selected third parties which we think may be of interest to you by post or, where you have specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer require marketing communications)
- (i) provide third parties with statistical information about our users – but this information will not be used to identify any individual user;
- (j) deal with enquiries and complaints made by or about you relating to the website; and
- (k) other uses.

Where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the license you grant to us.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

(3) Disclosures

We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose your personal information:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any legal proceedings or prospective legal proceedings;
- (c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- (d) to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling; and
- (e) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

(4) International data transfers

Information that we collect may be stored and processed in and transferred between any of the territories in which we operate in order to enable us to use the information in accordance with this privacy policy.

Information which you provide may be transferred to countries (including [the United States, Japan) which do not have data protection laws equivalent to those in force in the European Economic Area.

In addition, personal information that you submit for publication on the website will be published on the internet and may be available, via the internet, around the world. We cannot prevent the use or misuse of such information by others.

You expressly agree to such transfers of personal information.

Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure (password- and firewall-protected) servers. All electronic transactions you make to or receive from us will be encrypted. Note that email is not a secure medium.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

You are responsible for keeping any passwords and user details confidential. We will not ask you for your password (except when you log in to the website).

Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

We may also notify you of changes to our privacy policy by email.

Your rights

You may instruct us to provide you with any personal information we hold about you. And we will endeavor to do this within a reasonable time-scale depending on the complexity and availability of the information requested. Provision of such information will be subject to:

- (a) the payment of a fee (currently fixed at £10.00); and
- (b) the supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or Notary Public or bank plus an original copy of a utility bill showing your current address).

We may withhold such personal information to the extent permitted by law.

You may instruct us not to process your personal information for marketing purposes by email at any time. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal information for marketing purposes.

Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

(5) Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

Actual Contact and Contractual / Physical interaction

To trade with yourselves, inevitably some information and facts will be required, and we will do our best to ensure the highest principles of client relationship and levels of confidentiality are established and maintained.

In the process of handling your inquiry on any matter to Event Group business, we may record your contact details both written and digitally. Usually this information is kept for up to a year unless you

specifically request otherwise. If the trading relationship is on-going the data will be held as contact details and any other trading or personal information relevant, including being in our computerised accounting system.

During the preparation of quotes and or contracts, including during the course of the contract we may take photographs or other notes immediately and only relevant to your trading with us (i.e. site photographs, access routes etc. where a marquee or event is proposed to better facilitate the quotation and execution of the event). Should the contract not proceed, these images will be deleted or destroyed within 6 months. Should trading continue they will be retained as reference / guidance for the event and up to 12 months thereafter. In the instance of annual or recurring events, records may be retained longer for reference. Such 'permanent' records will be subject to annual review.

We may also take digital images of the event for our records or publicity purposes. Where any of the images contain visual or other information or images of people that might identify your premises, event or any part that may be deemed personal or confidential, we will seek your permission before any such images are used in publicity of any sort. Images not containing what we consider 'personal' or other detail which could identify you or other persons, or detriment your privacy may be used without reference to you or permission being sought. Digital Event images may be retained on our secure system indefinitely for reference, records, or future illustration.

Digital images may also include maps, sketch plans, satellite / aerial / Digimap® images or pictures, and any other form of illustration pertinent to the event and site location.

All such digital data will be accessible only by personnel, authorised and instructed to access the pass-word protected systems; however, 'hard copies' and 'site information' absolutely necessary for the execution of a contract will be imparted to staff and third parties as and when required. Whilst every care will be taken with the security of the printed information therein, this is not technically digital data and may not be covered by the Law or the Terms herein.

Third Party Data and creation of Data by a Third Party

We do not have legal rights or control over any digital photography, video or data creation our staff or any sub-contractors or third party who may work on your project or event (whether paid or otherwise involved) may create. Our staff are clearly informed both verbally and contractually of the need for client confidentiality, but we do not have a right to view content on their personal devices (i.e. mobile phones etc.) Should you have an issue with any member of our staff or other person[s] involved with any contract Event Group may have with you, please take it up with the individual or person[s] directly and inform the management of Event Group. We will endeavor to help, but repeat we have no rights over third party data. Should any such data be shared with Event Group it will be treated as originated by us and interpreted per the policies herein.

Your rights to view the Data we have relevant to you

Should you wish to view any of the data we hold solely relevant to your browsing, personal information stored, an actual inquiry, contract or any other form of contact with Event Group, please see the "Your Rights" [above] and the Contact section [at the end of this document]. All such information is stored on secure systems, password protected and accessible only to authorised persons. Your rights include rectification or erasure of personal data if so advised.

We reserve the right to edit or conceal data pertinent to your trading with Event Group that may be of a commercial confidential nature or involving other persons or events created tangentially.

In formulating this policy, we have done our very best to adhere to the highest principles regarding client confidentiality, data protection and to trade 'in good faith' according to the Data Protection (Bailiwick of Guernsey) 2017 Law [as amended]. if you feel any part of this document is wrong, mis-interpretable, lacking or needs corrections, additions, or amendments, please contact us.

Dispute or clarifications

In the event of a dispute over any terms herein, allegations of data breach or queries, we would seek advice from, and adhere to the advice of, the Director of Data Protection, their officers or servants.

Controllers of Data within the Event Group are: 1) The Company Director and 2) The Company Secretary, and in the case of dispute or complaint The Company's Honorary Chairman.

Contact

If you have any questions about this privacy policy or our treatment of your personal information, please write to us at admin@eventgroup.gg (note this is **not** a confidential email address and may be viewed by office personnel) or mail marked "Private & Confidential" to The Company Chairman, Event Services & Plant Ltd., Events House, Braye Road, Vale Guernsey. GY3 5PB

Events House, Guernsey. Revision [2] March 2019