

## **Scorpion Event Solutions Ltd - Privacy Policy**

This policy sets out how we will use and share the information that you give us, your relationship with Scorpion Event Solutions Ltd and how we process your data. We take your privacy seriously and will only hold and process your information in accordance with this policy.

### **Topics:**

1. What information do we collect about you?
2. Sensitive Data
3. How do we store the information we hold from you?
4. How will we use the information about you?
5. Marketing
6. Access to your information and correction
7. Changes to our privacy policy
8. How to contact us

### **1. What information do we collect about you?**

We collect information about you when you contact us to request information on, or to place a booking for, products or services. We also collect information when you voluntarily complete customer surveys, provide feedback and participate in competitions. We adhere to the GDPR (2018) regulations for data storage and handling.

### **2. Sensitive data**

We do not collect any Sensitive Data about you. Sensitive data refers to data that includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. We do not collect any information about criminal convictions and offences.

### **3. How do we store the information we hold from you?**

We only retain data for the time period relevant to the reason it was collected.

We store digital data on cloud based Rental Management and Accounting Software packages. These are suitably protected through data security and password access. In addition, any computers and/or email accounts are also hosted with accredited providers and protected by suitable password access.

Accounting information is required by law to be kept after either the relevant date, or the point at which transactions between parties ceases. We keep data for the prescribed time requirements.

We will keep general contact details as email records and on the Rental Management and Accounting Systems. Should you wish for these to be removed following your transaction with Scorpion Event Solutions Ltd, please inform us.

Any information stored as hard copy is stored in a secure environment. Only persons within Scorpion Event Solutions, and with a valid reason, may access this data.

#### **4. How will we use the information about you?**

We collect information about you to process your order, manage your account and, if you agree, to email you about other products and services we think may be of interest to you.

If you agree, we shall pass on your personal information to our group of companies so that they may offer you their products and services. Scorpion Event Solutions Ltd will not share your information for marketing purposes with other companies.

In processing your order, we may send your details to, and also use information from credit reference agencies and fraud prevention agencies.

We may process your personal data without your knowledge or consent where this is required or permitted by law.

#### **5. Marketing**

We would like to send you information about products and services of ours and other companies in our group which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please contact us on any of the methods listed in the contact section.

#### **6. Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Should you wish to withdraw consent for us to hold your data, please contact us.

We will not charge any fees for you to access your personal data (or exercise any other rights under GDPR). We may, however, charge a reasonable admin fee if the request is clearly unfounded, repetitive or excessive, or we may exercise our rights to refuse to comply with requests in these circumstances.

## **7. Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on our web page. This privacy policy was last updated on 21 May 2018.

## **8. Contact Details**

Scorpion Event Solutions Ltd is registered in England. We can be contacted via the following:

e: [enquiries@scorpioneventsolutions.co.uk](mailto:enquiries@scorpioneventsolutions.co.uk)

t: 01283 712 006

p: Scorpion Event Solutions Ltd, Bretby Business Park, Ashby Road, Burton upon Trent, DE15 0YZ