

# Privacy Policy

At [DRK Event Consultancy](#),

we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who contact us by telephone, email or visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to

[debbie@drkevents.com](mailto:debbie@drkevents.com) Alternatively, you can telephone 01689 897228.

## Who are we?

DRK Event Consultancy are organisers of all types of events including AGM's, Awards, Conferences, Dinners, Seminars, Dinners and Training.

## How do we collect information from you?

We obtain information about you when you use our website, for example, when you complete the contact form, when you subscribe to our Events Update service, and when you telephone and email us.

## What type of information is collected from you?

The personal information we collect might include your name, address, email address, IP address, and information regarding what pages are accessed and when.

## Use of 'cookies'

Like many other websites, the DRK Event Consultancy website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

### Main Cookies used on our site

#### Google Analytics

These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site.

The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited

For more information on Google Analytics' privacy policy visit here - <http://www.google.com/analytics/learn/privacy.html>

#### Google Maps

These are Google Maps third party cookies, which are unique identifiers to allow traffic analysis to Google Maps.

## How is your information used?

### We may use your information to:

- Contact you regarding queries raised in the contact form;
- Progress a booking you have submitted and send you information directly related to this;

- Carry out our obligations arising from any contracts entered into by you and us;
- Seek your views or comments on the services we provide;
- Notify you of changes to our services;
- Send you communications which you have requested and that may be of interest to you.
- These may include information about the events we organise and other associated goods and services;

We review our retention periods for personal information on a regular basis.

We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

## Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass your information to our third party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example event venues, printers of delegates' lists, namebadges and placecards).

However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties beyond the company for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

We may transfer your personal information if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety

of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

## Your choice

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about our products and services, then you can select your choice by ticking the relevant boxes situated on the form on which we collect your information or email [debbie@drkevents.com](mailto:debbie@drkevents.com)

## How you can access and update your information

The accuracy of your information is important to use. You have the right to request a copy of the information we hold about you so that you can ensure its accuracy. You can do this by sending an email to [debbie@drkevents.com](mailto:debbie@drkevents.com)

## Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information is encrypted and protected with the following software 128 Bit encryption on SSL. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Microsoft Internet Explorer.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

## Profiling

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively.

## Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

## Review of this Policy

We keep this Policy under regular review. This Policy was last updated in July 2018.