

## **LDJ Events**

### **Privacy Policy**

In this document, 'we' refers to Layton Chantry t/a LDJ Events and its representatives. 'You' refers to customers, potential or actual.

We only store or process data which you have given directly to us and which we need to run our business.

#### **Who is responsible for your data?**

Our data protection officer and company owner is **Layton Chantry**.

You can contact them via email to [info@ldjevents.com](mailto:info@ldjevents.com).

#### **What Data We Gather...**

Full Name

Address

Contact Information (Email and Telephone)

Enquiry / Booking Details

Any other details you disclose to us via communication routes.

Digital Data (Tracking & Usage) from Cookies & Data Form Submissions

#### **How We Use This Data...**

To create legal binding contracts (bookings etc)

To contact you in response to your enquiry or booking.

To provide our services to you.

To improve the products and services we provide

For our own internal records

To send you promotional contact about products, services, offers and other things we think might be relevant to you. You can change your marketing preferences at any time by email

[info@ldjevents.com](mailto:info@ldjevents.com)

#### **How long will we keep your data?**

We may need to keep your personal details until up to 5 years after you were a customer of ours, for tax and insurance purposes. After this date your data will be anonymised, unless you have 'opted in' to receive ongoing communications from us.

**Who has access to your data?**

Only authorised LDJ Events Staff have access to the data that we store and process.

We use some third party services in order to store and process your data.

These are LIMITED TO:

DJ Event Planner (Bookings & Financial Management Software)

Webs.com (Website and Email Hosting Service)

Microsoft OneDrive (Hosted Cloud Storage Service)

Social Media Providers (Facebook, Twitter, Instagram)

Any third party who we are legally required to share this data with. For example, in the case of an insurance claim, a tax audit, or to prevent fraud.

Third Party Suppliers / Contractors.

These third parties will all have their own Privacy Policies available.

We do not sell, lease or distribute your data to third parties.

**Security**

We have implemented robust Physical and Digital Security in order to protect your data and have policies in place to ensure we comply with GDPR.

**Your Rights**

You have the right to request details on any data we store about you. We can send a copy of your data to the email address you entered when using our services. Your right to Deletion: If you were previously a customer of ours, we might need to hold onto some of your data for tax or insurance reasons. Otherwise we will happily comply with your request as best we can. If you believe any data that we hold on you is incorrect, please contact us.

**How can you opt in or out of our marketing messages?**

You can manage your marketing preferences at any time. In order to opt out of any email communication please contact us at [info@ldjevents.com](mailto:info@ldjevents.com)

**How does our website use cookies?**

Our website stores cookies on your browser to allow you to place an order with us. Our website's cookies are temporary and cannot be used to identify individual visitors.

Third parties might also set cookies on your browser. We use Google Analytics to monitor the performance of our website, for example. Third parties have their own cookie policies.