

## **LDJ Events**

### **Privacy Policy**

In this document, 'we' refers to LDJ Events and its representatives. 'You' refers to customers, potential or actual.

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

Our data protection officer and company owner is **Layton Chantry**. The data protection officer is responsible for making sure that your data is stored and processed safely. You can contact them on **07891 via email to info@ldjevents.com** .

#### **Why do we process and store your data and what data will we collect?**

We need to store and process your data if you make an enquiry or make a booking with us, to allow us to provide our services and in order to communicate with you. We will also store your details for insurance and HMRC (tax) purposes.

The personal identifiable data we collect includes...

- Full Name
- Address
- Contact Details (Email and Telephone)

If you contact us or submit data to us via an online form on our website, we will also store tracking details including your IP Address.

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

#### **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?**

Our data protection officer is responsible for managing access to the personal data we store. Generally speaking, only the data protection officer and authorised members of staff will access your data.

Some of the business services we use will also store a copy of your data. For example, our website and email hosting provider webs.com, our online booking and business management software DJ Event Planner and any providers they use to provide their services. If you send your details over a social media platform, that platform may keep a copy of your messages.

We do not sell or give your data to any third parties for their marketing purposes.

#### **Who else might your data be shared with?**

We reserve the right to share your personal data with other third parties if required for legal reasons. For example, in the case of an insurance claim, a tax audit, or to prevent fraud. We may also share your data with any other companies we may employ or sub-contract to for your event.

**How can you see what data we store about you?**

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.

**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 you have opted in to, simply reply "OPT OUT" and we will remove you from any future communications.

**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.