



### **GDPR Data Privacy Notice**

We are required under data protection legislation to notify you of how we will process your personal data both during our communication with you and after.

The UK's data protection legislation, including the General Data Protection Regulations (GDPR) contains strict principles and legal conditions which must be followed before and during any processing of any personal information.

#### **We are required by law to ensure that when processing any of your personal data that it is:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- The personal data must be kept confidential and secure and only processed by authorised personnel.
- The transfer of personal data to a country or organisation outside the EEA should only take place if appropriate measures are in place to protect the security of that data.
- The data subject must be permitted to exercise their rights in relation to their personal data.

The Company and all employees must comply with these principles and rules at all times in their information-handling practices. We are committed to ensuring that these principles and rules are followed, as we take the security and protection of data very seriously.

You must inform us immediately if you become aware that any of these principles or rules have been breached or are likely to be breached.

#### **Where do we collect your data from?**

You may pass on your personal information when you fill out forms on our website, completing a registration form at an event, sending your information to us via social media or by corresponding with us by phone, e-mail or otherwise through a third party/contractor, when you subscribe to our service.

#### **What personal data will we collect, use and store about you?**

- Your name, address, contact number, email address, date of wedding (where provided and where applicable)
- All information is kept electronically safe and is password protected
- Manual paperwork can only be accessed by authorized personnel.

#### **Lawful Purpose Of Processing Personal Data:**

- To maintain our own records and accounts and for invoicing purposes if you are an exhibitor
- To inform you of our forthcoming events
- To select and contact a prize draw winner for the purposes of arranging fulfilment of the prize draw prize
- If we are under a legal duty to disclose or share your personal data in order to comply with or meet any legal obligation.

If your personal information changes, for example you change address, you must inform us as soon as practicable so that the Company's records can be updated. The Company will not be responsible for any inaccurate personal data held on its systems where you have failed to notify of the relevant change in circumstances. If you wish your information to be removed from our system, please email [events@centralexhibitions.co.uk](mailto:events@centralexhibitions.co.uk)

**Personal data is used to advise of forthcoming shows only and will not be given to third parties without consent.**

### **What are your rights?**

Unless subject to an exemption under the data protection laws, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to withdraw your consent to the processing at any time, where consent was the lawful basis for processing your data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable i.e. where our processing is based on consent or is necessary for the performance of our contract with you or where we process your data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to our processing of personal data, where applicable i.e. where processing is based on our legitimate interests (or in performance of a task in the public interest/exercise of official authority.)

If you would like to exercise any of the above rights, please contact us at [events@centralexhibitions.co.uk](mailto:events@centralexhibitions.co.uk).

### **Time limit to respond**

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

### **Queries, requests or concerns**

To exercise all relevant rights, queries or complaints in relation to this policy or any other data protection matter between you and us, please in the first instance contact our data protection representative on [events@centralexhibitions.co.uk](mailto:events@centralexhibitions.co.uk) or on 01908 305123.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England, UK.

### **Changes to this notice**

We might periodically change this privacy notice. If we decide to change our privacy notice, we will post those changes on this page. We therefore recommend you re-visit this page periodically to check for changes.