

## Privacy policy

This privacy policy sets out how Tyler Events Ltd. uses and protects any information that our clients and users provide.

Tyler Events is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which our clients or users can be identified by using our registration system, then you can be assured that it will only be used in accordance with this privacy statement. If, at any time, you have questions or concerns about our privacy practices, please contact us at [dataprotection@tylerevents.co.uk](mailto:dataprotection@tylerevents.co.uk).

## Who are we

Tyler Events is a UK based, venue finding and event management agency.

## What we collect

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to your attendance requirements
- visual images, personal appearance and behaviour

## Purpose and legal basis

We process personal information to enable us

- to provide consultancy and advisory services
- to arrange and administer the event individuals are attending
- to promote services
- to maintain our own accounts and records
- to support and manage our employees
- use of CCTV systems for crime prevention, detection and public and employee safety

## Who the information may be shared with

We sometimes need to share the personal information we process with other organisations. Where necessary or required we share information with:

- business associates and other professional advisers
- family, associates and representatives of the person whose personal data we are processing
- financial organisations
- current, past or prospective employers
- educators and examining bodies
- suppliers and services providers

## **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- The personal data you provide via the registration portal will be used by Tyler Events Ltd. in order to arrange and administer the event you are attending.
- Some of your personal information may be shared by Tyler Events Ltd with other third parties who are assisting in carrying out this event, such as hotels to book your accommodation and social events.

## **Data Retention**

Your personal data will be held for a period necessary for event delivery or post event processing. We retain personal data of our client and customers as per our data retention policy. Once the event has reached a formal close or within a period agreed with the end client your data will be removed from Tyler Events system.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **Cookies**

Cookies are used to help streamline the registration process. No personal data is stored through this process.

## **Links to other websites**

Our websites and registration portals may contain links to other websites of interest for individual's convenience and information. Individuals should be aware that when these third-party sites are accessed Tyler Events are not responsible for the protection and privacy practice or policies of that third party and will not be liable for any use or disclosure of your personal information which you provide whilst visiting such sites. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Disclosure**

Tyler Events will not disclose or share your personal data without your consent, except:

- where required or authorised by law;
- to implement the terms of any agreement we have with you;
- to assist the lawful investigation of a law enforcement authority;
- to protect the rights, property or personal safety of another Tyler Events customer, any member of the public ;
- as otherwise described in this Privacy Policy.

## Your Rights

Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you.

[Right to Access, right to rectification, right to be forgotten, right to restrict processing, right to data portability and right to object] Individuals can exercise their right by contacting us on [dataprotection@tylerevents.co.uk](mailto:dataprotection@tylerevents.co.uk)

## Controlling your personal information

You may choose to restrict the use of your personal information in the following ways:

- If you have previously registered your personal information for an event and have changed your mind, please contact us on [dataprotection@tylerevents.co.uk](mailto:dataprotection@tylerevents.co.uk) for you to be removed from our system.

You may request details of personal information which we hold about you under GDPR.

If you would like a copy of the information held on you please write to [dataprotection@tylerevents.co.uk](mailto:dataprotection@tylerevents.co.uk)

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.