

## Privacy Policy

**Future Collections** ("we", "us", "our") are committed to protecting your privacy and complying with data protection legislation. This notice sets out how we collect, use and disclose any personal data that you provide to us to enable us to provide you with our services.

Your personal information is an important part of our service. If you are happy for us to, it also lets us get in touch whenever we have information that we think might be of interest to you.

### **Who we are – Data Controller**

Future Collections has control over the processing of the data we hold about you and carries the data protection responsibility for it. In legal terms this is referred to as being the 'data controller'

### **An overview of how we collect and use your information**

This is an overview of:

The types of information we collect about you

How we collect and use it

Who we might share it with

The steps we'll take to make sure it stays private and secure

Your rights to your information

### **What type of personal data do we collect?**

We may collect the following information:

Personal details in order to set you up as a client inc: your full name,, contact details inc address, email address and phone number

Other information relevant to the types of client services we provide (eg weddings and/or events)

Your IP address and which pages you may have visited on our website

### **How do we collect your information?**

We collect information about you from different places including:

Directly from you by:

Submitting an enquiry to us

Downloading our brochure

### **How we'll use your information**

We'll use it to fulfil our contractual obligations and to provide the services you've requested as well as other purposes for e.g.

To carry out your instructions

To improve our services

To offer you other services we believe may benefit you unless you ask us not to  
To ensure we meet our regulatory requirements  
To ensure the safety and security of colleagues and visitors on our premises

We'll only use your information where we're allowed to by law e.g. carrying out an agreement we have with you, fulfilling a legal obligation, because we have a legitimate business interest or where you agree to it.

**Who we may share your information with** We will not sell, distribute or disclose your personal data to third parties unless we have your permission to do so. We may however share your personal data: with our employees, agents and/or professional advisors

We will only disclose information about you to third parties if we are legally obliged to do so, or at your request and with your prior consent.

### **How long we'll keep your information**

Whilst you are a client of Fallow Meadow Events we'll keep your information for as long as we deem necessary.

If you no longer wish to receive any information from us you must inform us in writing or, by email and unsubscribing via the link on the latest email you have received from us.

### **Security Steps**

The security of your personal data is very important to us. We will ensure that we have in place appropriate technical and organisational measures to prevent unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to personal data.

We will notify you if a data security breach occurs which may affect you if the breach could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.

### **Your rights**

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it, to make a complaint etc.

Please let us know if the personal data that we hold about you needs to be updated or amended, and we will commit to doing this promptly.

You may also request that we erase your personal data where (a) we were not

entitled under the law to process it, or (b) it is no longer necessary to process it for the purpose it was collected, or (c) it was processed in breach of the GDPR.

You have the right to receive personal data we hold about you in a structured, commonly used, machine readable format.