



## Document Version Control

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## Introduction

Premier UK Events Ltd ("we," "us," or "our") is committed to protecting the privacy and security of your personal information. This Privacy Policy describes how we collect, use, and disclose information when you use our services (the "Service").

## What sort of personal information do we collect?

We will collect only personal data that is required to carry out the task in hand, examples include but are not limited to:

- Full Name
- Address
- Email Address
- Phone Number

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- When you enquire for a quotation.
- When you order our service/products.
- When you visit our website.
- When you register for an event.
- When you engage with us on social media.
- When you review our service/products.
- When you've given a third-party permission to share with us the information, they hold about you.
- When you visit our premises, which has CCTV systems. These systems record your image during your visit.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Your consent. (You are able to remove your consent at any time by contacting [DPO@premier-ltd.com](mailto:DPO@premier-ltd.com))
- We have a contractual obligation.
- We have a legal obligation.
- We have a legitimate interest

## How we store your personal information

We store your personal data in line with our Data retention policy, this is necessary to comply with our legal or regulatory obligations, or to protect the vital interests of another natural person.

This period is called a retention period and varies from different pieces of data. A copy of our retention policy can be supplied on request.

At the end of that retention period, your data will be deleted in line with the appropriate deletion method.

## Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.



- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at: The Data Protection Officer, Premier UK Events Ltd, Unit 2, Rookery Lane, Thurmaston, Leicester, LE4 8AU or email [DPO@premier-ltd.com](mailto:DPO@premier-ltd.com). If we choose not to action your request, we will explain to you the reasons for our refusal.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at: The Data Protection Officer, Premier UK Events Ltd, Unit 2, Rookery Lane, Thurmaston, Leicester, LE4 8AU or email [DPO@premier-ltd.com](mailto:DPO@premier-ltd.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>