



Privacy Policy

Events Under Canvas

June 2022



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Our contact details

Name: Events Under Canvas

Address: Great Gilbert Farm, Bluegate Lane, Capel St Mary, Suffolk, IP9 2JX

Phone: 01206 298074

Email: info@eventsundercanvas.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Name
- Email address
- Telephone number
- Event location
- Home address

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:

- Submitting an enquiry on our website or by telephone
- Creating an account
- Using an online tool
- Making a payment for glamping

We use the information that you have given us in order to:

- Assist with enquires
- Fulfil orders
- Provide effective use of tools

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

**(a) Your consent. You are able to remove your consent at any time.
You can do this by contacting Clare Slade on: 01206 298074.**

(b) We have a contractual obligation.

(c) We have a vital interest.

(d) We need it to perform tasks in your interest.

(e) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep all personal information for a minimum of 5 years or as long as it is necessary to fulfil our obligation to you. We will then dispose of your information by permanently deleting it from our systems.

You can request that your data is removed at any time by contacting **Clare Slade** on: **01206 298074**. We do not pass your data on to any third parties and it is not used for marketing purposes.

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 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: **Events Under Canvas, Great Gilbert Farm, Bluegate Lane, Capel St Mary, Suffolk, IP9 2JX**, phone: **01206 298074**, email: **info@eventsundercanvas.co.uk** if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at **Events Under Canvas, Great Gilbert Farm, Bluegate Lane, Capel St Mary, Suffolk, IP9 2JX**.

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
www.ico.org.uk

