

Privacy Policy

We know that your privacy is very important to you. We make it our business for it to be as important to us. We aim to be as clear as possible about how and why we use information about you on this website. If your questions are not fully answered by the information below, please contact us. We'll be happy to help.

In order to make this information easier to read, we have organised it into a series of headings. Simply click on a subject to go straight to it or scroll through the page for full details

Our guiding privacy principles

Compliance with the Data Protection Act 1998 underlies all of our personal information privacy practices. We take all reasonable care to safeguard your information through security policies and secure business processes.

What information we collect about you

We only collect the contact details you supply online or over the telephone. You can request your personal details be deleted from our database records at any time in the future by emailing your request to: mydetails@theeventsoffice.com

Why we collect information about you

- To send you promotions, offers & information from time to time.
- To ensure that correspondence with you is accurate and legally compliant.
- To keep your information secure.
- To minimise the risk of unauthorised access to your information, we use some of your information to verify your identity when you use the website and contact our staff.

How we receive information about you

We receive information from you in two ways:

- Directly from you. When you make an enquiry, either through this website or on the telephone, we ask for information about yourself to allow us to correctly process your enquiry, to send you information and to contact you in the future on matters relating to your enquiry or application.
- We also gather non-personal information about what users do on our site. When you use the Internet, you are assigned a unique address, known as an IP address. We use IP addresses to analyse trends, to administer the site, track users' movements, and gather statistical information. IP addresses are not linked to personally identifiable information.

Telephone calls

We do not record telephone calls. If you call the telephone number quoted on this website we will not record your call.

Who sees your information?

The personal information that we collect through our website will only be used by The Events Office (Europe) Ltd for the purposes of processing your enquiry. It will not be supplied to anyone else, unless we are obliged by law to disclose it.

Maintaining the information we hold about you

You can change the address details that we hold about you at any time by contacting us.

You can request details of information that we hold about you, including information received through this website, by contacting us. There is a £10 administration charge for information requests.

Keeping your information secure

We know that your privacy is very important to you and that you take the security of your information seriously. We've implemented technology and security policies, rules and measures to protect the personal information we have under our control, both on and off-line, from improper access, use, alteration, destruction and loss.

Here are some of the ways we protect your information:

- Security upgrades for some older browser versions are available. We recommend that you contact your preferred browser provider for further information.
- Off-line, your information is kept securely in our databases and offices. We only allow our employees and trusted contractors access to your information, and then only if they need it for a specific authorised task. The computers on which we store your information are kept in a secure environment.

Cookies

Cookies are simply small text files placed on your computer when you browse websites. Not all websites use these, but many do, especially the large well-known ones. Websites use cookies so they can track what you are viewing, and although they won't necessarily know you by name, the website will recognise your computer when you come back to visit again.

When you visit our website, we leave a cookie on your computer to help us understand what information you are viewing so that we can optimise the site to meet our customers' expectations. The cookie will remain on your computer for 30 days.

Changes to this privacy policy

We may amend this privacy policy from time to time. If we make any changes we will post an announcement on this website.

This privacy policy was last updated in August 2007.