

# Privacy Notice

Last updated: 08.07.20

Green Cockatoo Events understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our customers and employees and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

## 1. Purpose of our notice

This notice tells you:

- what personal information we collect about you;
- how we use that information;
- how long we keep the information;
- when we might contact you using the information;
- what information we share with others; and
- your rights in relation to your information.

## 2. What personal information do we collect about you?

When you engage with us we will ask for personal information about you including your name, address, phone number and email address and on occasion bank details.

## 3. Why do we use your personal information?

Under the General Data Protection Regulations (“**GDPR**”), we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it.

Your personal data may be used for one of the following purposes:

- Providing and managing your booking;
- Supplying our Equipment and Services to you;
- Your personal details are required in order for us to enter into a contract with you;
- Personalising and tailoring our Equipment and Services for you;
- Communicating with you. This may include responding to emails or calls from you;
- Supplying you with information by email or post that you have opted-in to (you may unsubscribe or opt-out at any time by clicking the opt-out feature or making your request in writing.)

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email with information, news, and

offers on our Equipment or Services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

#### 4. How long will we keep your personal information?

We only hold your personal information for as long as we do the activities we have told you about or have a valid reason to keep it.

We do not hold your personal information any longer than we have to.

We keep any information you've given us unless or until it is no longer required by regulation to be kept or you ask for it to be removed.

#### 5. Sharing your personal information with others

We will not share any of your personal data with any third parties for any purposes, subject to one important exception.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

If any of your personal data is required by a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

#### 6. Storing your personal information

We will only store your personal data in the UK and will not transfer it out with the UK unless necessary for which you will be made aware. This means that it will be fully protected under the GDPR.

#### 7. Your Rights

You have the right to:

- ask us what personal information we hold about you;
- ask us to correct personal information that's wrong, to delete it or;
- request that we only use it for certain purposes;

- change your mind, and ask us to stop using your personal information; and
- complain to the Information Commissioner's Office (ICO) about how we use your personal information.

If you are not happy with how we are handling your information you also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

## 10. How you can contact Green Cockatoo Events

If you have any questions or concerns about this notice, please contact Green Cockatoo Events.

- Email: [info@thegreencockatoo.com](mailto:info@thegreencockatoo.com);
- Telephone: 07906493799; or
- Write to: Mid Cottage, New Carden Farm, Cardenden, Fife, KY5 0AQ.

We are regulated by the ICO. You can also contact them for advice and support and details about this are on their website at [www.ico.org.uk](http://www.ico.org.uk).