

## **INTRODUCTION**

This is the data and privacy policy of **Halliday Hammond Consultancy Services Limited**.

The Data Controller for the company is Mr Barry Halliday LLB (HONS) Director.

We may update this privacy policy from time to time by publishing the amended version on our websites.

THIS PRIVACY POLICY APPLIES TO PERSONAL INFORMATION WE HOLD ABOUT INDIVIDUALS. IT DOES NOT APPLY TO INFORMATION WE HOLD ABOUT COMPANIES AND OTHER ORGANISATIONS

We take the privacy of your personal information very seriously and will only use your personal information in accordance with the current data protection law in the UK and this privacy policy.

## **HOW DO WE RECEIVE YOUR INFORMATION?**

We may receive information about you:

- when you contact us directly, normally via our website/mobile numbers or one of our listed venues or existing clients whether to apply for our services or to make an enquiry or other request,
- from our network of authorised venue retailers,
- from our authorised and approved DJ's or Celebrants
- from other connected companies and carefully selected business partners who provide products and services under various brands, and
- occasionally from other third parties who may lawfully pass to us information about you.

## **USING YOUR INFORMATION**

We may use your information (which we receive from you or third parties or learn from the way you use our products or services) for a variety of purposes, including:

- to provide or manage any information, products and services you have asked for,
- to help us identify you when you contact us,
- for general administration purposes,
- to help us improve the quality of our products and services,
- to help us detect and prevent fraud and money laundering,
- to help us recover debts,
- to carry out analysis and customer profiling, and
- to identify other products and services which might be of interest to you and to inform you about our products and services (please see below).

We may share your information for any of these purposes with:

- Our other connected companies in the UK
- Our service providers and agents who perform services on our behalf.

**We may also pass your information to third parties:**

- if we have been asked to provide information for legal or regulatory purposes,
- in relation to existing or future legal proceedings,
- in the process of selling one or more of our businesses or to anyone to whom we may transfer our rights under any customer agreement we have with you,
- for the purpose of preventing fraud/loss, for example to fraud prevention agencies.

If one of these organisations is outside of the European Economic Area we will make sure they agree to apply the same level of protection of your information as we are required to apply in the UK.

**INFORMING YOU ABOUT OUR PRODUCTS AND SERVICES**

We may use your information to contact you with news on weddings and events, DJ services and private civil celebrant functions and other products and services (provided by us, our other connected companies or our carefully selected business partners) which may be of interest to you and occasionally for market research purposes.

We, and these other parties, may contact you by post and phone and, if you give us your prior agreement to do so, by email, SMS and other electronic means.

You can opt out of receiving marketing communications from us on our services by ticking the appropriate box (if providing your information on this website) or at any time by calling us on 01604 374799 or writing to us at our registered Business address in London.

You can also contact us at the above address or telephone number if you have previously asked not to receive marketing communications but would now like to hear from us with news on our services.

We will only send you marketing communications by email or other electronic means if you give us your agreement to do so. For example, we may inform you when inviting you to provide your email address that by providing your email address you will be indicating your agreement to receive marketing emails. If you give us your agreement and subsequently wish to opt out you can do so by clicking the unsubscribe link which we include on all our marketing emails or you can contact us at any time at the address or telephone number above.

## **OUR WEBSITE**

We try to keep our website secure. However, you recognise when providing your information to us through our website or when you send us or ask us to send you any of your confidential information by email, that the internet and email communications over the internet may not be secure. We cannot be responsible for any loss or unauthorised interception of information transmitted via the internet which is beyond our control.

Our website may contain links to other websites outside of our group. Our privacy policy only applies to our website. We are not responsible for the content, privacy or security of other websites.

### **Use of Cookies on our website.**

A "cookie" is a piece of information that a website transfers to the cookie file of the browser on your computer's hard disk so that the website can remember who you are. A cookie will typically contain the name of the domain from which the cookie has come, the "lifetime" of the cookie, and a value, usually a randomly generated unique number.

When you visit our website we send you a cookie. We may use cookies in the following ways:

- to help us recognise you as a unique visitor (just a number) when you return to our website and to allow us to tailor content of our site to match your preferred interests;
- to compile anonymous, aggregated statistics that allow us to understand how users use our site and to help us improve the structure of our website. We cannot identify you personally in this way.

Two types of cookies may be used on this website : session cookies, which are temporary cookies that remain in the cookie file of your browser until you leave the site, and persistent cookies, which remain in the cookie file of your browser for longer ( how long will depend on the lifetime of the specific cookie).

Some of our Web pages may also contain electronic images known as Web beacons (sometimes known as clear gifs) that allow us to count users who have visited these pages. Web beacons collect only limited information which including a cookie number, time and date of a page view, and a description of the page on which the Web beacon resides.

## **DISABLING/ENABLING COOKIES.**

You can accept or decline cookies by modifying the settings in your browser. You can find Information on how to disable or enable cookies by visiting

[www.allaboutcookies.org](http://www.allaboutcookies.org)

## **PROVIDING INFORMATION TO US**

If you give us information on behalf of someone else, you confirm to us that you have their permission to do so and that they are aware of the contents of this privacy policy and do not have any objection to our processing their information in accordance with this policy.

You are responsible for informing us of any change in your details, such as a change of address. You have a right to ask us to correct any inaccuracies in the information we hold about you.

You have a right to ask what information we hold about you. We will charge you a small fee for this (the statutory fee is currently £10).

You may contact us at the address below for these purposes.

If you are under 16 please do not provide us with any personal information unless you have the permission of your parent or guardian to do so.

Telephone calls to us may be recorded and/or monitored for training purposes.