



DATA PRIVACY NOTICE 25.5.18

At KD Event Production, we are committed to maintaining the trust and confidence and respect of visitors to our website. Most importantly we do not share any data we collect with other companies.

We would like you to know how we process and store any data that we might collect from you. This Privacy Policy provides information on when and why we collect your personal information, how we use it, the limited conditions under which we process it and how we keep it secure.

This policy is GDPR compliant and is effective from 25 May 2018. It will be reviewed quarterly and may be updated without notice. Please revisit our website periodically to check any updates.

Website personal data processing

Google analytics

When you visit our website www.kdeventproduction.co.uk we use a third-party service, Google Analytics, to collect standard internet log information and details of your visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make and do not allow Google to make any attempt to find out the identities of those visiting our website.

Website cookies

Cookies are small data files that are placed on your computer or other devices (such as smart phones or tablets) as you browse our website. They are used to remember when your computer or device accesses our website. They are only used to allow Google Analytics to track visits to the site. We do not use cookies to collect or record information on your name, address or other contact details.

Contact Us Option

You are able to use the website to contact us. When using info@kdeventproduction.co.uk, you will be sharing with us your email address and your name as a minimum. You may also wish to include a telephone number.

Any details you share with us will not be stored in an online database. They are transmitted to our data controller and directed to the relevant department. Once we have considered the enquiry we will delete your details from our system or request your consent to send your further information in the future.

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page (without notice) and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

1. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our data protection officer on karen@thetechnicaldepartment.com, 01483 238 050. If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.