

Full Privacy Notice from December 2021

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. It applies to all services, and instances where we collect your personal data. This privacy notice applies to personal information processed by or on behalf of Salami Events. We may change this privacy notice from time to time by updating this document in order to reflect changes in the law and/or our privacy practices.

Data Protection Officer

- Salami Events are a data controller of your personal data. We have a data protection officer (“DPO”). You can contact the DPO by writing to us at Salami Events, 74 Berwick Road, E16 3DS London, marking it for the attention of the DPO, or by sending an email to anita@salamievents.com.

What kinds of personal information about you do we process?

Personal information that we’ll process in connection with all of our services and as an employer, if relevant, includes:

- Personal and contact details, such as title, full name, contact details including postal address, telephone number, email address
- Family members (if relevant to the service, e.g. wedding or funeral catering arrangements or as an employer, e.g. emergency contacts)
- Records of your contact with us, such as contact via post, email or phone
- Event enquiries made by you, including history of those communications, whether you scheduled an event or are sent information about our services
- Information we obtained from third parties, including information about venue, access and keyholder arrangements
- Details about you for the purpose of employment, including bank details, HMRC related records and pension
- Financial details about you, such as your payment method(s) or bank details
- Your marital status, family, lifestyle or social circumstances, if relevant to the service or as an employer

What is the source of your personal information?

We’ll collect personal information from the following general sources:

- From you directly, and any information from family members, associates, venue etc.
- Information generated about you when you use our services or as an employer
- Other intermediary who we work with to provide services to you or the HMRC as an employer

What do we use your personal data for?

We use your personal data, including any of the personal data listed in section 2 above, for the following purposes:

- **Customers:**
 - Assessing your enquiry including considering whether or not we are able to offer services, the price, the location, availability
 - Managing the service you schedule with us
 - Updating your records to allow us to provide the correct level of service
 - To perform our services and internal processes
 - To improve the operation of our business
 - To follow guidance and best practice under the change to rules of governmental and regulatory bodies
 - For management and auditing of our business operations
 - To monitor and to keep records of our communications with you and our staff
 - To provide personalised content and services to you, such as tailoring and services
 - To develop our services and to review and improve current options available to our client base
 - To comply with legal and regulatory obligations, requirements and guidance
 - To provide insight and analysis of our customers both for our business as part of providing services, and to help improve services, or to assess or improve the operating of our business
 - To share information, as needed, with business partners (for example, venues)

- **Employees/Collaborators:**
 - To perform any internal processes including processing payroll, pension, health and safety and training
 - To improve the operation of our business
 - For management and auditing of our business operations
 - Assessing your suitability for a position including experience and location
 - To monitor and to keep records of our communications with you
 - To comply with legal and regulatory obligations, requirements and guidance

What are the legal grounds for our processing of your personal information (including when we share it with others)?

We rely on the following legal bases to use your personal data:

- **Where it is needed to provide you with our services, such as:**
 - Assessing a request for a service including considering whether or not to offer you service
 - Managing services
 - Updating your records (where appropriate)
 - Sharing your personal information with business partners and services providers
 - All stages and activities relevant to managing the service including enquiry, administration and management of event
- **Where it is in our legitimate interests to do so, such as:**

- Managing your services relating to that, updating your record (where appropriate)
- To perform and/or test the performance team, services and internal processes
- To follow guidance and recommended best practice of government and regulatory bodies
- For management and audit of our business operations
- To carry out monitoring and to keep records of our communications with you and our staff
- Where we need to share your personal information with people or organisations in order to run our business or comply with any legal and/or regulatory obligations
- **To comply with our legal obligations**
- **Where is it needed as an employer:**
 - To perform any internal processes including processing payroll, pension, health and safety and training
- **With your consent or explicit consent:**
 - For some marketing communications

When do we share your personal information with other organisations?

We may share information with the following third parties for the purposes listed above:

- Business partners (e.g venue, marquee and catering equipment providers) or others who are a part of providing your service
- Other organisations and businesses who provide services to us such as card transaction providers, IT software and maintenance providers, document storage providers and suppliers of other back-office functions
- As an employer we may share details in relation to the process of payroll, pension, health and safety, and training

How and when can you withdraw your consent?

Where we are relying upon your consent to process personal data, you can withdraw this at any time by contacting us using the details provided.

What should you do if your personal information changes?

You should tell us so that we can update our records using the contact details provided. We'll then update your records as necessary.

Do you have to provide your personal information to us?

We are unable to provide you with services or offer employment if you do not provide certain information to us. In cases where providing some personal information is optional, we'll make this clear.

Do we do any monitoring involving processing of your personal information?

In this section monitoring means any: listening to, viewing of, intercepting of, or taking and keeping records (as the case may be) of calls, emails, social media messages, in person (face to face) meetings and other communications.

We may monitor where permitted by law and we'll do this where the law requires it, or to comply with regulatory rules, to prevent or detect crime, in the interests of protecting the security of our communications systems and procedures and for quality control and staff training purposes. This information may be shared for the purposes described above.

For how long is your personal information retained by us?

Unless we explain otherwise to you, we'll hold your personal information based on the following criteria:

- For as long as we have reasonable business needs, such as managing your event and managing our operations, the duration of your employment with us
- For as long as we provide goods and/or services to you
- Retention periods in line with legal and regulatory requirements or guidance

What are your rights under data protection laws?

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are engaged or not. The right of data portability is only relevant from December 2021.

- The right to be informed about the processing of your personal information
- The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- The right to object to processing of your personal information
- The right to restrict processing of your personal information
- The right to have your personal information erased (the "right to be forgotten")
- The right to request access to your personal information and to obtain information about how we process it
- The right to move, copy or transfer your personal information ("data portability")

You have the right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk/>. You can contact us using the details below.

Your right to object

You have the right to object to certain purposes for processing, in particular to data processed for direct marketing purposes and to data processed for certain reasons based on our legitimate interests. You can contact us using the details provided to exercise these rights.

Contact Us

If you have any questions about this privacy notice, or if you wish to exercise your rights or contact the DPO, you can contact us via email at anita@salamievents.com or via post at Salami Events, 74 Berwick Road, E16 3DS London.