

DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Unity Wedding DJs is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Unity Wedding DJs complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to contact you regarding your potential booking with us
- To contact you to discuss a confirmed booking.
- To discuss the arrangements for your event and how Unity Wedding DJs will be involved
- To request feedback and reviews from your event for business improvement as well as entry to local and national award ceremonies.
- To maintain our own accounts and records
- To inform you of special information regarding Unity Wedding DJs

Unity Wedding DJs will only obtain the data required to provide you with the service you require – we treat your data in the same way we would want our own to be treated.

4. What is the legal basis for processing your personal data?

The processing is necessary: in relation to a contract which the individual has entered into; or because the individual has asked for something to be done so they can enter into a contract.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the company in order to carry out a service for purposes connected with the company. We will only share your data with third parties outside of the company with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out by HMRC for the retention of records for self-employed individuals. This means we hold your details for 5 years from the April after your event takes place

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Unity Wedding DJs holds about you;
- The right to request that Unity Wedding DJs corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Unity Wedding DJs to retain such data;
- The right to withdraw your consent to the processing at any time unless this processing is relating to a contract which you have entered into with Unity Wedding DJs.
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability) E.g. Passing your data to another DJ company when Unity Wedding DJs are unable to take your booking.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please, in the first instance, contact Adam Roast (enquiries@unityweddingdjs.co.uk) or on 01202 949456

You can contact the Information Commissioners Office on 0303 123 1113 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