

FQS 1.19.1 Privacy Policy (Website)



PROJECT DETAILS	FQS 1.19.1 Privacy Notice (Website)
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APPROVAL				
**	NAME	TITLE	SIGNATURE	DATE
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TRACKED CHANGES			
VERSION	DATE	CHANGED BY	CHANGES
1.1	21/02/2025	Emmy Seal	Draft 1 of Document Created
1.2			
1.3			
1.4			
1.5			
1.6			

INTRODUCTION

Welcome to Figure of Eight Events Ltd ("we," "our," or "us"). We are a company registered in England and Wales, located at Unit 1, Springmeadow Business Park, Rumney, Cardiff, CF3 2ES, with company number 8421047. This Privacy Notice explains how we collect, use, and protect your personal data when you interact with us.

WHO WE ARE & DATA PROTECTION PRINCIPLES

As a data controller, we are committed to processing personal data lawfully, fairly, and transparently in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We adhere to the following principles:

- Data is processed lawfully, fairly, and transparently.
- Collected for specific, legitimate purposes and not used otherwise.
- Adequate, relevant, and limited to necessity.
- Accurate and kept up to date.
- Retained only for as long as necessary.
- Processed securely, ensuring confidentiality and integrity.

INFORMATION WE COLLECT

We may collect the following types of information:

- **Personal Details:** Name, email address, phone number, and any information you provide when filling out forms or contacting us.
- **Usage Data:** IP address, browser type, pages visited, collected via cookies and tracking technologies.
- **Marketing Preferences:** Your choices regarding receiving communications from us.

HOW WE COLLECT DATA

We collect information through:

- Information you provide by completing forms on our website or contacting us directly.
- Data collected automatically through cookies and tracking technologies to analyse website performance and improve user experience.
- Communications with you to respond to enquiries and provide customer support.
- Sending marketing updates if you have opted in to receive them.
- Ensuring website security and protecting against fraudulent activity.
- Complying with legal obligations, such as data protection and online consumer rights laws.

SHARING YOUR INFORMATION

We do not sell or rent your data. However, we may share it with:

- Service providers that help us operate our website and business.
- Regulatory bodies, law enforcement, or legal advisors where required by law.
- Analytics and marketing tools to help us improve user experience.

COOKIES & TRACKING TECHNOLOGIES

We use cookies to improve user experience and analyse website performance. You can manage or disable cookies via your browser settings, though this may affect website functionality.

DATA SECURITY & RETENTION

We implement security measures to protect personal data from unauthorised access, alteration, or loss. Personal data is retained for no longer than necessary unless legally required otherwise.

YOUR RIGHTS

Under data protection laws, you have the right to:

- **Access:** Request a copy of your personal data.
- **Correction:** Request corrections to inaccurate or incomplete data.
- **Erasure:** Ask for data deletion where no longer necessary.
- **Restriction:** Limit data processing under certain conditions.
- **Objection:** Object to data processing based on legitimate interests or for marketing purposes.
- **Data Portability:** Request transfer of your data to another service provider.
- **Withdraw Consent:** Where data processing relies on consent, you may withdraw at any time.

To exercise these rights, contact us at hello@figureofeighevents.co.uk.

HOW TO COMPLAIN

If you have concerns about how we process your data, please contact us first. If unresolved, you may complain to the UK Information Commissioner's Office (ICO) at ico.org.uk/concerns/ or call 0303 123 1113.

CHANGES TO THIS PRIVACY NOTICE

We may update this Privacy Notice periodically. Any updates will be posted on this page with a revised effective date.

CONTACT US

For any questions about this Privacy Notice, contact us at hello@figureofeighevents.co.uk.