

What Data do we process (What information we collect)?

Contact Details – Name; Email, Telephone, Correspondence postal address

How we use your Personal Information

Servicing your booking / Marketing (to send you information we believe to be relevant to our ongoing business relationship or specific 'Booking / Event' booking; Asking questions about our mutual business interests / bookings or events.

Also, we will collect **correspondence address** details for mailing information (such as Contracts, Booking Confirmations, Invoices, Business Material related to our ongoing business).

What are our legal grounds or lawful basis for processing?

**Legitimate Interest** (Communication – Ongoing business or Booking Specific)

**Contract** where we supply a Booking Confirmation or Contract for services provided.

Who do we share your data with?

The Artist or Service Provider we have arranged for you. (Generally)

Also, if the situation arose:

Police, government etc. (if legally obliged to do so) / A legal services company or debt collecting agency (in the event of such action being required)

We will not share your Data or personal images otherwise (This will include making any specific or personal references on Social Media platforms, unless we have received written (including email) consent to do so by you)

How long do we keep Data For?

For an open account or business relationship we usually keep your information of the whole time.

Digital Copies of Contract are kept for 6 years for Accountancy Reasons. Paper copies are destroyed by shredding or incineration after approximately 12months.

We request that our third-party services providers adhere to the same standard also.

Your Rights

You have the right to ask to see the information we hold on you.

If you feel any of the information is wrong, you can ask us to correct it.

If you feel there is anything we are doing wrong with your personal data, please let us know and we will take steps to address it.

Who we are

Inner Circle DJs Ltd (inc The Wedding Players)

**Data Controller** – Caroline Searle – decides the purpose and means of processing personal data

**Data Processor** – Lee Probert – responsible for processing personal data on behalf of the controller.

We currently store any information supplied on Password protected PCs that are not shared in an open office environment

Please do not hesitate to contact us should you have any concerns or questions about our Data Management policy or procedures.  
(01275-393114)