

## **Designer Wedding Planner Data Protection Policy**

Designer Wedding Planner is committed to preserving the privacy of all visitors to our website at [www.designerweddingplanner.com](http://www.designerweddingplanner.com)

Please read the following privacy policy to understand how we use and protect the information that you provide to us.

### **INFORMATION THAT WE COLLECT FROM YOU**

When you visit [www.designerweddingplanner.com](http://www.designerweddingplanner.com) you may be asked to provide certain information about yourself including your name and contact details.

We may also collect information about your usage of our website as well as information about you from messages you post to the website and e-mails or letters you send to us.

### **DATA PROTECTION AND YOUR PERSONAL INFORMATION**

Designer Wedding Planner, will hold only the minimum amount of personal data necessary for the planning and co-ordination of your wedding or event and for their own accounting purposes. You agree that Designer Wedding Planner may pass personal data to potential suppliers. We cannot be held responsible for the way in which these suppliers store and use your personal data.

Designer Wedding Planner will be as discreet about your wedding arrangements as is reasonably possible, although you accept that total secrecy is not possible given the need for us to contact potential suppliers and make arrangements on your behalf.

Designer Wedding Planner reserves the right to use photographs of elements of your wedding or event for our professional portfolio, social media and website (we will, however, obtain your prior approval to the use of any personal photographs of yourselves) You are also welcome to use images of Designer Wedding Planner as you wish on all social media platforms. We will only use these in a professional manner.

### **USE OF YOUR INFORMATION**

Your information will enable us to provide you with access to all parts of our website and to supply the services or information you have requested. It will enable you to participate in interactive features of our service, when you choose to do so. It will also enable us to bill you and to contact you where necessary concerning your orders. We will also use and analyse the information we collect so that we can administer, support, improve and develop our business.

In particular, we may use your information to contact you for your views on our services and to notify you occasionally about important changes or

developments to the website or our services. Further, where you have consented, we might also use your information to let you know by email about other products and services which we offer which may be of interest to you. If you change your mind about being contacted in the future, please let us know.

### **WHAT WE COLLECT**

We may collect the following information which may not be limited to, but include:

- Names
- Contact information including email address
- Phone numbers
- Address
- Wedding details
- Event details
- Images of you and your family

### **WHAT WE DO WITH THE INFORMATION WE COLLECT**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email and use the information to customise the website according to your interests.

### **DISCLOSURE OF YOUR INFORMATION**

The information you provide to us may be accessed by or given to third parties some of whom may be located outside the European Economic Area who act for us for the purposes set out in this policy or for other purposes approved by you. Those parties process information, fulfil and deliver orders and provide support services on our behalf.

Finally, if our business enters into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners. Countries outside the European Economic Area do not always have strong data protection laws. However, we will always take steps to ensure, so far as reasonably possible, that your information is used by third parties in accordance with this policy. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

## **SECURITY AND DATA RETENTION**

We employ security measures to protect, so far as reasonably possible, your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or as long as the law requires or permits.

## **COOKIES**

Cookies are small amounts of information which we may store on your computer. Unless you have indicated your objection when disclosing your details to us, our system will issue cookies to your computer when you log on to the site. Cookies make it easier for you to log on to and use the site during future visits. They also allow us to monitor website traffic and to personalise the content of the site for you. You may set up your computer to reject cookies by following the relevant instructions which can be found at [www.aboutcookies.org](http://www.aboutcookies.org). In that case, you may not be able to use certain features on our site.

## **DATA PROTECTION**

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you, please write to us.

By e-mail: [admin@designerweddingplanner.com](mailto:admin@designerweddingplanner.com)

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

## **LINKS TO OTHER WEBSITES**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites, and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **ACCESSING AND UPDATING**

You are entitled to see the personal information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact us at [admin@designerweddingplanner.com](mailto:admin@designerweddingplanner.com) We are entitled by law to charge a fee of £10 to meet our costs in providing you with details of the information we hold about you.

## **CHANGES TO OUR PRIVACY POLICY**

Designer Wedding Planner Ltd. may change this policy from time to time by

updating this page. Any changes to our privacy policy in the future will be posted to the website.

## **HOW TO CONTACT US**

All comments, queries and requests relating to our use of your information are welcomed and should be addressed to [admin@designerweddingplanner.com](mailto:admin@designerweddingplanner.com). Please contact us if you have any questions about our privacy policy or information we hold about you.

### Privacy Policy

The data controller in respect of our website is Designer Wedding Planner. You can contact us on +44 (0)20 8697 2181 or email at [admin@designerweddingplanner.com](mailto:admin@designerweddingplanner.com)

### Your Personal Data

I take your privacy seriously and will only use your personal information to respond to any questions you may have and to provide the products and services you have requested from me. Your personal information will never be shared with third parties for marketing purposes and will not be used by us for marketing purposes without your explicit consent.

### Contacting us

When you contact us using the contact form on this website, you will be voluntarily providing us with your personal information. The information you enter in the contact form is encrypted, as you can see from the padlock icon in the address bar of your browser, and is sent via by email.

While we have implemented encryption to ensure secure transmission of your personal information, Internet-based data transmissions may in principle have security gaps, so absolute protection may not be guaranteed. For this reason, you are always welcome to contact me via alternative means, such as by telephone.

### Google Analytics

We use Google Analytics to provide us with information about how this website is used, such as what countries visitors are browsing from, and what pages are the most popular. The data gathered is anonymous and cannot be used to identify individual users.

The Google Analytics cookies used on this website. Should you wish to find out more about these cookies, you can do so.

here: <https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>

## Go Daddy

This website is hosted by Go Daddy, who set a number of cookies. These are primarily intended to provide me with data to analyse the web traffic to the site (much like Google Analytics).

## Cookie Script

This website does not use cookies to gather personal data such as names or email addresses.

## How to control cookies

You can control and/or delete cookies as you wish – for details, [here is some more information](#). You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some services and functionalities may not work.

## Your rights

In accordance with UK and European law under the General Data Protection Regulation (GDPR), you have numerous rights in regards to the personal data we hold about you, including:

- Right to confirmation – you have the right to know if we hold personal data that concerns you
- Right to access – you have the right to view and to obtain a copy of any personal data we hold that concerns you
- Right to rectification – you have the right to the correction of any inaccuracies within the personal data we hold that concerns you
- Right to erasure – you have the right to have your personal data removed from our systems

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Should you wish to exercise any of these rights, please contact us using the contact page on this website. [You can find out more about your rights under the GDPR here](#).