

Privacy Policy

Use of this website constitutes your legal agreement to the terms contained within this Privacy Policy. If you do not accept these terms, you are advised not to use the website.

This Privacy Policy shall form a legally binding part of any and all bookings and contracts with First Impressions Discos

General:

We care about providing you with tools and information to manage and protect your on-line privacy. We have developed this privacy policy to inform you about what information this web site collects, who may receive that information, what we may do with the information, and how long we keep it. Where we manage personal data, we identify as a Data Controller and recognise and act on our obligations under applicable data protection laws. While we have made every attempt to make this policy as clear as possible, if you have any further questions about it, feel free to contact us at privacy@firstimpressionsdisco.co.uk

EU General Data Protection Regulation:

The EU General Data Protection Regulation (GDPR) replaces the Data Protection Directive 95/46/EC and is designed to harmonize data privacy laws across Europe, as well as to protect and empower all EU citizens data privacy and to reshape the way organizations across the region approach data privacy. The aim of the GDPR is to protect all EU citizens from privacy and data breaches in an increasingly data-driven world that is vastly different from when the 1995 directive was established.

Your Data:

We will not give out any personal data you submit at our site to any third parties except in compliance with a request under UK Law. Under no circumstances will your name, e-mail, phone number or address be sold to, or given to any other parties. We will never wilfully sell, lease, or rent any of your or your business' personally identifiable data to any third party.

What Is Considered "Personal Data"?

Per the GDPR, personal data is any information relating to an identified or identifiable individual; meaning, information that could be used, on its own or in conjunction with other data, to identify an individual. This definition has an extremely broad reach. Personal data includes not only data that is commonly considered to be the 6 main personal in nature (e.g., NI numbers, names, physical addresses, email addresses), but also data such as IP addresses, behavioural data, location data, biometric data, financial information, and much more.

Collected Data:

Information that you provide to us is retained and processed in accordance with UK legislation. Your personal data is collected through our contact form which will gather your name, email, phone number (if you supply it) and your message. This website currently has no applications or programs that gather information from your computer without your consent. Users are required to give us contact information (e.g., your name and email address) and possibly demographic information (e.g., your post code). Certain information, such as your email address, is collected in order to verify your identity and for use in our records. Information collected at this website is kept in our records only as long as is necessary to provide requested services to you, take bookings and respond to your requirements. All contact form submissions are automatically deleted from the server after 30 days unless we require the information longer in respect of supplying our services to you. First Impressions Discos do not receive personal bank details or hold identifying information on an individual's banking transactions. Bank details may only be requested from clients in order to process any refunds. ALL data is held as being legitimate to our business requirements and interests.

Booking Form & Contracts

Your personal information may be placed onto booking forms and/or contracts to allow us to carry out our legitimate business. These forms will only be retained for the required legal period (currently 5 years) so as to meet any and all legal obligations. Such documents if paper shall be kept secure and when disposed of shredded to make sure that data is properly destroyed. If such

documents are of the electronic type they shall be securely deleted at the appropriate time.

Children

Our web site has a rating of General which is roughly the equivalent to a PG classification. In line with GDPR we will never knowingly request personal information of anyone under the age of 16. This web site and its content is aimed at those aged 18 and over.

Data Storage & Retention

We keep your personal information in accordance with our Data Retention Policy which reflects our need to provide services to you as contracted and also as required to meet legal, statutory and regulatory obligations. The need to hold information is regularly reviewed and information/data will be securely disposed of when no longer required. Our web site is hosted on our dedicated server situated in Germany.

Your Rights Under GDPR:

Expansion of individual rights: EU citizens have several important new rights under the GDPR, including the right to be forgotten, the right to object, the right to rectification, the right of access, and the right of portability. First Impressions Discos will accommodate these rights.

- **Right to be forgotten:**

An individual may request that First Impressions Discos delete all data on that individual without undue delay. If a client requests this we will act without delay.

- **Right to object:**

An individual may prohibit certain data uses.

Such instances may be:-

1. Personal data is not accurate;
2. The processing of data is unlawful – data subjects may request that processing is restricted;
3. Data is required to exercise legal rights or defend legal claims;
4. Data is required to exercise legal rights or defend legal claims;

Data is unlawful but there may be lawful grounds for processing, which override this right.

- **Right to rectification:**

Individuals may request that incomplete data be completed or that incorrect data be corrected.

- **Right of access:**

Individuals have the right to know what data about them is being processed and how.

- **Right of portability:**

Individuals may request that personal data held by one organization be transported to another.

If you wish to exercise any of these rights please email us at privacy@firstimpressionsdisco.co.uk

How We Use Your Personal Information

In respect of your personal information we act as a data controller. We undertake to protect your personal and sensitive information/data in a manner that is consistent with the requirements of the GDPR.

We will take all reasonable steps to store such information/data securely.

Your information/data will be used to allow us to supply our services to you

All personal information/data submitted via this web site will be used for the purposes specified in this Privacy Policy, to include the following:-

1. Administer the website;
2. Follow up with email enquires;
3. Send you email notifications which you have specifically requested;
4. Photographs and/or videos representative of our services for promotional purposes (Note: Photographs of crowds are not classified as personal data, providing no Individual person is the focus of the photograph);
5. Deal with enquiries and complaints made by or about you relating to the website.

Data Controllers & Processors

The current data controller for First Impressions Discos is listed below. You will be informed of any other Data Controllers who have access to your data and who may determine processing activities separately to us, or as a Joint Data Controller.

DJ Event Planner is a third party data processor under GDPR for First Impressions Discos. The processing activities performed by DJ Event Planner, include such things as the collection (e.g., via web site tools and planning forms) and storage of personal data within our DJ Event Planner account. This is in order to allow us to create contact details, create an event tied to the contact, use event lists, send emails, and provide specific services for the clients event.

As a data processor transfer of personal data to DJ Event Planner can be made to keep records fully compliant with GDPR and to make sure our clients receive the services they require.

How DJ Event Planner handles your information/data can be found in its Privacy Policy
<https://www.djeventplanner.com/gdpr.php>

Data Breaches

In the event of an unlawful data breach under GDPR we will notify the ICO within 72 hours of becoming aware of said breach.

Notification will be sent to the ICO if we consider the data within our control, or that of our data processors, has potentially or actively been compromised.

If the breach is classified as 'high risk' we will notify all data subjects concerned using an appropriate means of communication.

Concerns Or Complaints

If you have any complaints or concerns over how we handle your information/data you can email us at privacy@firstimpressionsdisco.co.uk

Alternatively, you can formally raise a concern or complaint to the Information Commissioner's Office (ICO) directly on 0303 123 1113, or see the options for reporting issues on <https://ico.org.uk/concerns/>

Summation:

Data Controller: Paul Sims

You can contact the data controller directly by using the following email.

privacy@firstimpressionsdisco.co.uk

You can also write to the controller. Please address your letter to Data Controller, First Impressions Disco, 9 Coltsfoot Square, Oxford, OX4 7YN.

Changes To Privacy Policy

We reserve the right to change this policy at any time and without notification. Any and all changes become binding immediately.

You will be deemed to have accepted any such changes or amendments on your next visit.

Non Waiver

The failure of First Impressions Discos to insist upon strict adherence to any term of this Privacy Policy on any occasion shall not be considered a waiver of such rights or deprive First Impressions Discos of the right thereafter to insist upon strict adherence to that term or any other term of this Privacy Policy.

Legal Information:-

This Privacy Policy does not confer any rights on Third Party's.

Severance - In the event any provision or part of this Privacy Policy is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Privacy Policy, will be inoperative.

Force Majeure - Neither Party will be liable for any failure or delay in performing an obligation under this Policy that is due to any of the following causes, to the extent beyond its reasonable control: acts of God (inc flooding, heavy snow etc), accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions,

changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy.

For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or

(c) a party's financial inability to perform its obligations hereunder.

Jurisdiction - The Laws of England & Wales shall apply. Each of the parties submits to the exclusive jurisdiction of the courts of England to settle any dispute which may arise out of or in connection with this Privacy Policy or documents arising from it, and that accordingly Proceedings may be brought in such courts.

14 August 2020