



PRIVACY POLICY

THIS PRIVACY POLICY REFLECTS CHANGES IN DATA PROTECTION LAWS EFFECTIVE 25 MAY 2018 WHEN THE EU GENERAL DATA PROTECTION REGULATION (GDPR) SUPERSEDES THE UK DATA PROTECTION ACT 1998 (DPA) THIS PRIVACY POLICY WILL BE UPDATED ACCORDINGLY AFTER THE COMPLETION OF THE UK'S EXIT FROM THE EUROPEAN UNION

Introduction

This Privacy Policy specifies how WeddingHeadquarters.co.uk collects, uses, and stores your personal data obtained when you visit our website, or otherwise obtained by us from you. Our aim is that this Privacy Policy be clear, legible and understandable for our website visitors.

At WeddingHeadquarters.co.uk we take your privacy very seriously and are committed to protecting your personal data. We do not collect any personal data from individuals without their knowledge. Any personal data provided to us will only be used in direct relation to its intended purpose.

By visiting our website, you are accepting and consenting to the practices described in this notice and agree to be bound by this Privacy Policy. Contacting us (e.g. post, email, website contact form) is considered your consent for us to process the data that you send or provide to us in accordance with this Privacy Policy.

The processing of personal data by WeddingHeadquarters.co.uk shall always be in line with the EU General Data Protection Regulation (GDPR), and in accordance with country-specific data protection regulations applicable.

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1. Definitions

To help you understand this Privacy Policy, please find below a list of terminology used:

GDPR refers to the EU General Data Protection Regulation. The GDPR supersedes the UK Data Protection Act 1998 (DPA) on 25 May 2018.

Personal Data means any information relating to a 'Data Subject' (such as a client or website user) who can be identified, via an identifier (e.g. name, address, email, contact telephone number, identification number, etc.).

Data Subject is any identified or identifiable person (e.g. client or website user), whose personal data is processed by the Data Controller.

Data Controller is the person or organisation that determines the purposes and means of the processing of personal data.

Data Processor is the person or organisation that processes personal data on behalf of the Data Controller.

Data Processing is any operation that is performed on personal data via automated systems or non-automated systems. The GDPR lists the following as examples of data processing: collection, use, recording, organisation, storage, structuring, retrieval, adaptation or alteration, consultation, disclosure by transmission, dissemination or otherwise making available, aligning or combining, restricting, erasure or destruction.

Third Party is a person, organisation, agency or body other than the Data Subject, Data Controller, and Data Processor.

Consent is any freely given, specific, informed and unambiguous indication of the Data Subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

2. Collection of Data

i. What Data We Collect:

Personal data may include name, business name, address, phone number(s), email address, website address, image(s), logo, and any other relevant information pertaining to a service directory listing, wedding fair listing, or article as specifically requested by businesses to appear on WeddingHeadquarters.co.uk. We do not collect sensitive data for billing purposes (see 5. *How We Secure Your Personal Data – Sensitive Data*).

ii. Why We Collect Data:

Personal data is collected and stored for the following purposes:

- Contacting a Data Subject when he/she has made an enquiry.
- Contacting a Data Subject who has requested a service directory listing, wedding fair listing, or wishes to submit an article to appear on our website.
- Executing and completing a request by the Data Subject for a service directory listing, wedding fair listing, or article.
- Maintaining our own accounts and records.

iii. How We Collect Data:

WeddingHeadquarters.co.uk collects personal data from a Data Subject which has been voluntarily sent or provided via email or website contact form.

Email data is stored on our computer in our email account and is deleted when it is no longer required. Internet-based data transmissions may in principle have security gaps, therefore absolute protection cannot be guaranteed. For this reason, if you have any concerns, please feel free to transfer personal data to us using alternative methods such as via phone or post.

3. Storage Period of Data

The personal data of the Data Subject is processed and stored for the period necessary to achieve the purpose of storage (e.g. responding to enquiries and executing, completing, and maintaining a request by the Data Subject).

i. How Long We Store Personal Data:

Personal data pertaining to enquiries is retained until the enquiry has been dealt with and finalised.

Personal data pertaining to listings or articles on our website is retained indefinitely and deleted when requested by the Data Subject.

Personal data that is indicated on our invoices (e.g. name, address, phone number(s), email) is retained indefinitely (and a minimum of 6 years as required under UK tax law for accounts/tax purposes).

If the Data Subject wishes to have their data retained for a longer period of time, or erased prior to the period(s) outlined above (see Section 6 iv Right to Be Forgotten (Erasure)), they must make a request in writing or via email to the Data Controller.

ii. Erasure of Personal Data:

After the retention period has expired, and provided that no request has been made by the Data Subject to retain the data for a longer period of time, the personal data is erased.

4. Where Data is Stored:

Data is stored on our computer and in physical form as follows:

- All inquiries are stored on our computer in our email account and/or physical enquiry folder.
- The personal data for each individual business in our listings and articles and their respective project data are stored in 2 folders, 1 folder on our computer and/or in a physical folder.

5. How We Secure Your Personal Data

We are committed to ensuring that your information is secure.

In order to guard against unauthorised or unlawful access or disclosure of your personal data, we have in place suitable physical, technical and organisational measures to safeguard and secure the data that we collect from our clients. We believe that these measures reduce the likelihood of security problems to a level appropriate to the type of data involved.

Your personal data will only be accessed by the person(s) who requires it and for the purpose(s) it is intended (this is, in most instances, only the Data Controller).

Non-sensitive Data: Non-sensitive data is sent normally over the internet (e.g. email). Despite all our precautions, no data transmission over the internet can be guaranteed to be 100% secure. While we make every effort to protect your personal data, we cannot guarantee the security of any information you disclose to us online, and you must understand that you do so at your own risk. Once your data has been received by us, our best effort is made in taking every precaution to ensure that your data is secure.

Sensitive Data: We do not collect any sensitive data (such as credit or debit card details). We use PayPal invoicing for billing purposes. Via this method you are not required to have a PayPal account, and payment details (card/bank details) are never seen by us, stored or processed by us. The PayPal Privacy Policy can be viewed by visiting www.paypal.com/uk/webapps/mpp/ua/privacy-full. When invoices are paid cheque, we do not retain any bank details and the cheque is only in our possession until it is deposited into our account.

6. Rights of the Data Subject

i) Right of Confirmation: A Data Subject has the right to obtain from the Data Controller confirmation as to whether or not personal data concerning him/her is being processed.

ii) Right of Access: A Data Subject has the right to receive free information about his/her stored personal data at any time, including a copy of this information in a structured, commonly used format.

As a security precaution, we will require proof of identity from you to ensure that any personal data that we provide is not disclosed to a person who does not have the right to receive it. This will be in the form of 2 pieces of identification, 1 of which must be photographic (i.e. driving license, bus pass, valid Passport). If the Data Subject does not have photographic identification, a Birth Certificate copy or National Insurance Card copy will be accepted, accompanied with a passport size photo that is countersigned on the back by someone who can confirm your identity. The Data Controller has the right to refuse or charge for requests that are manifestly unfounded or excessive (£10 per request). A Data Subject has access to the following information:

- Purpose for the processing of personal data.
- Types of personal data concerning him/her that was provided to a Data Controller.
- Recipients to whom personal data has been or will be disclosed (if applicable).
- Predicted period that personal data will be stored, (if this is not possible, the measures used to determine the storage period).

iii) Right to Rectification: A Data Subject has the right to request from the Data Controller the rectification of inaccurate personal data concerning him/her, and the right to have incomplete personal data completed.

iv) Right to be Forgotten (Erasure): A Data Subject has the right to request the erasure of their personal data. The Data Controller must erase the Data Subject's personal data without undue delay, as long as the processing is not necessary, and where one of the following grounds applies:

- The personal data is no longer relevant to the purposes for which it was collected and/or processed.
- The Data Subject withdraws consent for their data to be used, and where the organisation has no other legal ground for collecting it.
- The data has been unlawfully processed.
- The data's erasure is necessary for compliance with a legal obligation to which the Data Controller is subject.
- The Data Subject objects to their data being collected for marketing purposes or where their rights override legitimate interests in collecting data.

In all the above cases, the data must be deleted without undue delay and within 1 month of the request being made.

WeddingHeadquarters.co.uk does not have to honour these requests if they are complying with legal obligations; exercising their right to freedom of expression or the right to freedom of information; if the data is in the public interest; or to establish, exercise or defence legal claims.

v) Right to Data Portability: In exercising his/her right to data portability, the Data Subject has the right to have personal data transmitted directly from one Data Controller to another (if technically feasible), and when doing so does not adversely affect the rights and freedoms of others.

vi) Right to Restrict Processing: A Data Subject has the right to obtain from the Data Controller restriction of processing where one of the following applies:

- The accuracy of personal data is contested by the Data Subject, for a period enabling the Data Controller to verify the accuracy of the personal data.
- The processing is unlawful and the Data Subject opposes the erasure of the personal data and requests instead the restriction of its use.
- The Data Controller no longer needs the personal data for purposes, but the data is required by the Data Subject for the establishment, exercise, or defence of legal claims.
- The Data Subject has objected to the data processing pending verification as to whether the legitimate grounds of the Data Controller override those of the Data Subject.

vii) Right to Object: A Data Subject has the right to object at any time, to the processing of his/her personal data. If an objection is made, the Data Controller will cease to process the personal data, unless legitimate grounds can be shown for such processing that overrides the interests, rights and freedoms of the Data Subject, or for the establishment, exercise or defence of legal claims.

viii) Right to Withdraw Consent: A Data Subject has the right to withdraw his/her consent to the processing of his/her personal data at any time. If the Data Subject wishes to exercise his/her right to withdraw consent, he/she can contact Wedding Headquarters at email@weddingheadquarters.co.uk.

ix) Right to Lodge a Complaint: A Data Subject has the right to lodge a complaint if they feel that their personal data has not been processed according to the GDPR guidelines. If a Data Subject wishes to lodge a complaint, he/she should proceed as follows:

- i. In the first instance, to exercise all relevant rights, queries or complaints, please contact the Data Controller via email at email@weddingheadquarters.co.uk, or by telephone at 07975 620397, or write to us at WeddingHeadquarters.co.uk, 16 Llain Drigarn, Crymych, Pembrokeshire, SA41 3RF.
- ii. If this does not resolve your complaint to your satisfaction, you have the right to make a complaint with the relevant supervisory authority, which in the UK is the Information Commissioner's Office. They can be contacted online at <https://ico.org.uk/concerns/handling>, or email via <https://ico.org.uk/global/contact-us/email>, or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

7. Lawful Basis for Processing

Our lawful basis for processing your personal data under the EU General Data Protection Regulation (GDPR) is as follows:

- The processing of personal data is necessary for the fulfilment of a contract between us and the Data Subject (e.g. to provide a service directory listing, wedding fair listing, or wedding information article on our website for the Data Subject).
- The processing of personal data is necessary to carry out pre-contractual measures (e.g. inquiries concerning a listing or article).
- The processing of personal data is necessary to carry out communication with our website viewers who have contacted us regarding a query and have consented to be contacted.
- The processing of personal data is necessary when we are subject to a legal obligation to do so (e.g. for the fulfilment of accounting and tax obligations or for the establishment, exercise, or defence of legal claims).

8. Statutory or Contractual Requirement to Provide Personal Data

The provision of personal data can result from a statutory requirement (e.g. as required by law such as invoices for tax purposes), or a contractual requirement (e.g. information on a contract and/or project).

9. Your Duty to Inform Us of Changes

It is important that any personal data that you have provided to us is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

10. Consequences of Not Providing Personal Data

If the required personal data is not provided by the Data Subject to enter into a contract and/or complete a listing or article, then the listing or article will be cancelled and any personal data pertaining to the Data Subject that has been obtained will be deleted.

11. Automated Decision-making and Profiling

WeddingHeadquarters.co.uk does not use automated decision-making or profiling.

What is Automated Decision-making? As defined by the GDPR, automated decision-making is making a decision solely by automated means without any human involvement.

What is Profiling? As defined by the GDPR, profiling is the automated processing of personal data to evaluate certain things about an individual (profiling can be part of an automated decision-making process).

12. Cookies

WeddingHeadquarters.co.uk uses cookies to enhance your browsing experience by serving ads on our website via Google AdSense (see item 19 'Google AdSense' below). When you first visit our website, you will be asked to accept the use of cookies. By clicking 'accept' when you enter our website or by continuing to browse our website without changing your cookie settings, you are consenting to the use of cookies in accordance with the terms of this policy.

WeddingHeadquarters.co.uk provides links to third party websites that may use cookies, therefore it is important to note that once you have left our website, we take no responsibility regarding your security, protection and privacy on such websites, and such sites are not governed by this Privacy Policy. WeddingHeadquarters.co.uk has no access to or control over the use or storage of cookies from third parties therefore you should exercise caution and refer to the individual privacy policies of such third party websites.

What Are Cookies? Cookies are small text files that are placed on your computer, mobile phone or other device when you visit websites. Cookies enhance your browsing experience and analyse your interaction with the websites that you browse allowing web applications to respond to you as an individual. Cookies can identify nothing about you. Some cookies are deleted from your computer or mobile device when you close your browser, and other cookies stay on your computer or mobile device until they expire or are deleted.

Types of Cookies: **Session Cookies** only last for the duration you are on a website. **Persistent Cookies** stay on your computer and remember your settings for the next time you visit a website. **First Party Cookies** are cookies that are set by a website in your browser's address bar. **Analytical Cookies** recognise and count the number of visitors and analyse how visitors move around a website. **Third Party Cookies** are cookies from other websites (e.g. third party vendors like Google AdSense that use cookies to serve ads based on a user's visits to a website).

Cookies That We Use: We use first party cookies the first time you enter our website (if you have accepted our use of cookies) to remember your acceptance for future visits, and our advertising partner Google AdSense uses third party cookies to provide personalised ads.

How to Control Cookies: Cookies can be managed or blocked by changing the appropriate settings in your browser. Each browser is different and you can refer to your browser's help section for instructions on how to manage your cookie preferences. Changing your cookie settings or blocking cookies may affect your ability to use all or certain parts of websites and some websites or features may no longer be available to you. Additional controls for cookies may be available in the operating system of your device. If you want to manage or block cookies on your mobile phone or other device, you should refer to the appropriate manual. For more information about cookies and how to manage or block cookies on a variety of browsers, visit www.aboutcookies.org.uk or www.allaboutcookies.org (please note that these are external websites and WeddingHeadquarters.co.uk is not responsible for the accuracy of information on these sites).

Here's how to manage cookies in the most common browsers:

Google Chrome: <https://support.google.com/chrome/answer/95647?hl=en>

Mozilla Firefox: <https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer>

Internet Explorer: <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies>

Safari: <https://www.apple.com/legal/privacy/en-ww/cookies/>

Opera: <https://www.opera.com/help/tutorials/security/privacy/>

13. External Links

Our website may contain links to other websites of which WeddingHeadquarters.co.uk does not have any control over. WeddingHeadquarters.co.uk makes every effort to include relevant, quality, and safe external links of interest to our website visitors from wedding businesses (in our service directory listings, wedding fair listings, and information articles), however users should be advised that if they click on external links, they do so at their own risk. Once a link(s) has been followed to another website and the user has left our site, WeddingHeadquarters.co.uk cannot be held responsible for your security, protection and privacy, or any damages or implications on such websites, and such sites are not governed by this Privacy Policy. You should exercise caution and check the Privacy Policy applicable to the website in question.

If you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site, as this website is only governed by this Privacy Policy.

14. Third-Party Sharing

The personal data of the businesses that have listings or articles appearing on the WeddingHeadquarters.co.uk website is strictly confidential and will never be shared or transferred to third parties by WeddingHeadquarters.co.uk (with the exception of only the data that they have requested to be visible in a listing or article on our website).

15. Downloads

Any downloadable documents or files made available on this website are provided to users at their own risk. All precautions have been undertaken to ensure that only genuine downloads are available. We accept no responsibility for downloads provided by external third party websites and advise users to verify their authenticity using anti-virus software or similar applications.

16. Under Age 16

WeddingHeadquarters.co.uk does not collect information from children under the age of 16, however if an instance did occur, we will always protect the privacy of such children, and we will never process the data of anyone under the age of 16 without permission from a parent or guardian.

17. Marketing

WeddingHeadquarters.co.uk will never contact you for marketing purposes, unless you have consented to being contacted via an email request that you have sent to us. You may, at any time, opt out of receiving such communication(s) from WeddingHeadquarters.co.uk by contacting the Data Controller via email@weddingheadquarters.co.uk.

18. Social Media

We may have official profiles on social media platforms solely to have a social media presence and not for the purpose of collecting personal data or internet-based advertising via social media sites. If you engage or communicate via social media sites that WeddingHeadquarters.co.uk uses, we cannot be held responsible for your security, protection and privacy on such websites, and such sites are not governed by this Privacy Policy. The social media sites that you visit are subject to the privacy policy and terms and conditions of each individual site and you should review the respective policies of the site(s) that you visit.

19. Analytics (How Visitors Use a Website)

WeddingHeadquarters.co.uk does not use Analytics.

What is Analytics? Analytics is a third-party information storage system (e.g. Google Analytics) that records information about how you use a website (e.g. pages you visit, length of time you spent on the website and on specific pages, how you arrived at the website, what you clicked on when you were on the website). Cookies that are used for Analytics do not store any personal information about you.

20. Google AdSense (Third-Party Advertising)

WeddingHeadquarters.co.uk uses Google AdSense to serve advertisements on our website. By using this website you agree to the processing of data about you by Google AdSense in the manner and for the purpose described below.

Google AdSense uses cookies to help serve the ads that it displays on our website. When you visit our website, a cookie may be dropped on your browser. Cookies that are used for Google AdSense do not store any personal information about you. Google's use of advertising cookies enables it and its partners to serve ads based on your visits to our website and/or other websites.

For more information about Google advertising visit <https://policies.google.com/technologies/ads>.

Google AdSense may also use the cookies of other third-party vendors or ad networks to serve ads on our website. A list of the third-party vendors and ad networks that may serve ads on our website can be viewed at www.weddingheadquarters.co.uk/ad-technology-providers.html. You can visit these websites to opt out of the use of cookies for personalised advertising (if the vendor or ad network offers this capability).

Controlling Your Advertising Preferences: You can opt out of third-party vendor's uses of cookies for personalised advertising. It should be noted that if you opt out, you will still see advertising when you browse our and other websites, however the ads will not be personalised for you by the ones that you opted out of. You can control your online behavioural advertising preferences via one of the following websites:

www.youronlinechoices.com/uk/your-ad-choices
www.aboutads.info
<http://optout.networkadvertising.org>

21. Changes to our Privacy Policy

We regularly review, and when necessary, update our Privacy Policy to ensure that it is always in line with GDPR guidelines, and in accordance with applicable country-specific data protection regulations.

This version of our Privacy Policy is effective from 25th May 2018.

22. Proprietor & Data Controller

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**IF YOU HAVE ANY QUESTIONS ABOUT THIS PRIVACY POLICY OR DATA THAT WE HOLD ABOUT YOU,
PLEASE CONTACT THE DATA CONTROLLER.**