

## **Privacy Statement**

This privacy statement sets out how Maggi Churchouse Events uses and protects any information that you give Maggi Churchouse Events when you contact us, both electronically and by other means.

Maggi Churchouse Events is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this Privacy Statement.

Maggi Churchouse Events may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 30<sup>th</sup> November 2017.

### **What we collect**

We may collect the following information:

- name, job title and affiliation
- contact information including email address
- demographic information such as address and postcode
- dietary preferences
- event interest area
- IP address during online payment process to deter fraud

### **What we do not collect**

At Maggi Churchouse Events, we do not collect payment card information and we have no access to it either.

### **What we do with the information we gather**

We require this information to provide you with our events management service, and in particular for the following reasons:

- Registration to attend symposia
- Internal record-keeping
- Occasional promotional messages about new symposia and other information which we think you may find interesting, using the email address which you have provided.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, digital, electronic and managerial procedures to safeguard and secure the information we collect both electronically and by other means.

Our data is stored on hard drives in our office and we do not use the cloud for the transfer of any data.

### **How we use cookies**

Our website does not use cookies, and we have no access to your computer or any information about you, other than the data you choose to share with us. Our website exists to provide information, downloads, and payment facilities for the symposia we organise, so we have no need for cookies.

We use StatCounter to analyse website traffic, RomanCart (online shopping cart), and HSBC Global Payments (PSP) for secure card processing. RomanCart will collect the IP address of the terminal used during a card transaction.

### **Links to other websites**

Our website may contain links to other websites of interest. Once you have used a link to leave our site, however, 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.

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a registration form on the website, look for the box that you can click to indicate that you do not want the information provided to be used by us occasionally to promote future events. (Please note that if you select 'no' this will supersede any previous permission and remove you from all contact lists.)
- if you have previously agreed to us retaining your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at the addresses below.
- During the registration process, you are asked to indicate if you wish your e-mail address to be omitted from the printed delegate list which is handed to each attendee at an event. Delegate lists are not circulated electronically, and are only handed to those attending the event for which they have registered.

We will not distribute your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information occasionally to send you promotional information about forthcoming symposia which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998.- If you would like a copy of the information held on you please e-mail us at [maggi@maggichurchouseevents.co.uk](mailto:maggi@maggichurchouseevents.co.uk) or write to Mrs Maggi Churchouse, Maggi Churchouse Events, 3 East Barn, Market Weston Road, Thelnetham, Diss IP22 1JJ, UK.

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.