



PRIVACY STATEMENT

I am committed to maintaining the trust and privacy of visitors to this web site, and to the secure storage and processing of customer data. Under no circumstances, are any details passed on to other individuals or companies for marketing purposes. Below is a brief summary of the information I collect, the reasons for collection, and the ways in which this data is stored and processed.

INFORMATION FOR WEBSITE VISITORS

COOKIES

Cookies are small text files that are placed on your computer to help the site provide a better user experience. This website was designed and developed by Toolkit websites. Below is the Toolkit statement on use of cookies.

'As standard all of our websites only create two Cookies and these cookies are 'Absolutely Necessary' for the functioning of your website. These cookies are 'ASP.NET_SessionId' and "JSESSIONID". 'ASP.NET_SessionId' stores a 'Session ID' which is used by Microsoft .NET Framework to deliver the web pages to the visitor.

These cookies expire at the end of sessions which is when a visitor goes to another website or closes their browser window. Because they do not remain on your computer it has no way of tracking your website usage or retaining any of your data post expiry. This means consent is not required.'

GOOGLE ANALYTICS

When someone visits www.karencarpenterevents.com I use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. This allows me to find out things such as the number of visitors to the various parts of the site but does not allow me to identify anyone who visits. The software may save a cookie to your hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information.

You can read Google's privacy policy here for further information
<http://www.google.com/privacy.html>

INFORMATION FOR PROSPECTIVE CLIENTS

The amount of information that is required will vary depending on the nature of our interaction and whether we choose to enter into a formal contract. Below is a summary of the information that is required at different stages of association and the ways in which this information is processed.

MAKING AN ENQUIRY VIA THE CONTACT FORM.

Users making contact via this website do so at their own discretion and provide any such personal details requested at their own risk. When making an enquiry via the website, the following information is required: name, business name, email address and phone number. This information is required to enable me to correspond with you at your request. The information provided is not added to any marketing list and remains confidential to Karen Carpenter Events.

During the course of our correspondence, you may be asked if you would like to receive information about future events and offers; if you consent to this, your details will be added to my email list and may be removed at any time by contacting: karen@karencarpenterevents.com

PRELIMINARY CONSULTATION

If you decide to arrange a preliminary consultation; in addition to your name, business name, email and phone contact details, it will be necessary for you to share some information about your personal and/or business circumstances. This is needed in order for us to enter into a discussion about the suitability of Karen Carpenter Events for your specific business requirements. Depending on the nature of your enquiry, I may need to make some brief notes and, for insurance purposes, these will be held on file for a period of 5 years. All such notes will be stored, and disposed of, securely in accordance with prevailing guidelines.

At the end of our consultation, you may be asked if you would like to receive information about future events and offers; if you consent to this, your details will be added to my email list and may be removed at any time by contacting: karen@karencarpenterevents.com

WORKING TOGETHER

If, at the end of our consultation, you decide that you would like to proceed with making a booking, I will require the following information: name, business name and address (where applicable), position within the organisation together with your land line and/or mobile numbers and your email address(es). This is to enable me to provide you with confirmation of our agreement and allow us to communicate with each other in respect of the details of that arrangement. Any notes taken in the process of arriving

at, or servicing, our agreement will be retained for the duration of our business relationship and, for insurance purposes, a further 5 years. Information received will be stored and disposed of securely in accordance with prevailing guidelines.

During the course of our contract, you may be asked if you would like to receive information about future events and offers; if you consent to this, your details will be added to my email list and may be removed at any time by contacting: karen@karencarpenterevents.com

YOUR RIGHTS

You have the right to view and amend any personal data held. You also have the right to request that details be deleted where it is no longer necessary on my part to store, process or retain them.

LINKS TO OTHER WEBSITES

Please note, this privacy notice does not cover the links within this site to other websites. Despite best efforts, I cannot guarantee or verify the contents of any externally linked website. Users are therefore advised that they click on external links at their own risk and that I cannot be held liable for any damages or implications caused by visiting those links. If you have questions about how another site uses your information, please check that site's privacy statement.

SOCIAL MEDIA

Communication, engagement and actions taken through external social media platforms that I participate on are subject to the terms and conditions, and privacy policies held with each social media platform respectively. Users are advised to use social media platforms wisely and communicate/engage upon them with due care and caution in regard to their own privacy and personal details. I will not ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details, to contact me through primary communication channels such as telephone or email.

CHANGES TO POLICY

This policy may be reviewed at any time and will be updated in response to any future changes or updates to legislation and guidelines.

Karen Carpenter - September 2022