

4YaParty Privacy Policy

Contact details: Business Name: 4YaParty Weddings & Events - Main POC: Mercedes Gale
Business Address: 11 Lorraine court, 53 The Avenue, Beckenham, BR3 5EQ - Number: 07845722792
Email: 4yaparty@gmail.com - Website: www.4yaparty.co.uk

This privacy policy adheres to the UK Data protection Act 2018 and the General Data Protection Regulation.

What type of information we have?

At 4YaParty we may hold the following information on our clients: name, phone number, email address, postal address, social media accounts and event details and location.

How we get the information and why do we have it?

Most of the personal information we process is provided to us directly by you in order to process invoices, keep in contact with clients and keep you updated until your event date.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is your consent. You are able to remove your consent at any time. You can do this by contacting Mercedes Gale at 4yaparty@gmail.com.

What we do with the information?

Your information is used solely to keep in contact. Your contact details will not be passed onto any 3rd parties without consent. For example if you wanted a service that 4Yaparty could not supply, we would ask for your complete permission in writing before passing on your contact details to another trusted supplier.

After your event we will destroy all your contact details except your email address which we will use to send offers and news relating to 4YaParty only. Your email address will not be passed onto any 3rd parties. You can opt out of these emails after your event at any time by replying 'Unsubscribe' to the email and your email address will be removed from our system within 12 hours.

How we store your information?

Your contact details are securely stored on our password protected business computer and our password protected business email. Your details are only stored for the duration leading up to and including your event. After your event your contact details except email address are securely destroyed by deletion. The only information we keep in hard copy are invoices for our accounting purposes. According to HMRC all our financial documents including invoices must be kept for a minimum of 6 years before being destroyed.

Your data protection rights

Under data protection law you have rights including:

Your right of access – you have the right to ask us for copies of your personal information.

Your right to rectification – You have the right to ask us to rectify information you think is inaccurate or complete information you think is incomplete.

Your right to erasure – You have the right to ask us to erase your personal information in personal circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you but will always aim to respond within 24 hours. Please contact us if you wish to make a request.

Please contact 4YaParty if you wish to make a complaint.

You can also make complaints to the ICO if you are unhappy with how we have used your data. Helpline: 0303 123 1113.