



First Event Privacy Policy

Information about our Organisation

Organisation Name:	First Event
Address:	8 Church View, Low Barn, Menston, Ilkley, West Yorkshire, LS29 6EX

This privacy policy sets out how First Event uses and protects any information that you give First Event when you use this website.

Modern information and communication technologies play a fundamental role in the activities of an organisation like First Event. We are based in England. Our principal activities are:

- Conference and Incentive Travel
- Business Travel

First Event is registered with the Information Commissioners Office as a requirement of the Data Protection Act.

Providing Visitors with Anonymous Access

You can access our Website home page and browse our site without disclosing your personal data. Personal data is only collected if you submit any enquiry to us, complete our on-line profile or subscribe to receive our Newsletter.

The services and links of our Website

Our website does not enable our visitors to communicate with other visitors or to post information to be accessed by others. Our website may include links to third party websites such as Travel Extras, Hotels and General Information which may be of interest to you. Once you have used these links to leave our site, you should note that we do not have any control over that 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 statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Automatic Collection of Information

Like most websites, First Event automatically collects information and data through the use of "cookies". A "Cookie" is a small text file that is placed on your hard disk by a web page server which enables a website to recognise repeat users, facilitate the user's ongoing access to and use of the website and allows a website to track usage behaviour and compile aggregate data that will allow content improvements. A cookie will not provide First Event with any of your personal information; therefore, if you have not supplied First Event with any personal information, you can still browse the Website anonymously. You have the ability to accept or decline cookies. Most web browsers automatically accept cookies; however you can modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of this or other websites which you visit.

Data Collection and Purpose Specification

We collect personal data in the Enquire, On-line Profile and Newsletter sections of the website. You are submitting this data to us voluntarily.

Personal data you provide may include your name, contact information, job title, demographic information, passport information, medical and dietary information and details of your event request. We require this information to understand your needs and provide you with a better service and in particular for the following reasons:

- In the organisation of your travel arrangements and where necessary it is passed to suppliers in particular Airlines, Hotels and Destination Management Companies. We are committed to using suppliers that share our policy in the use of personal data however we not cannot control or be responsible for how it is then handled.
- For Health and Safety purposes of an event.
- Internal record keeping.
- For marketing or promotional purposes when submitting an enquiry or subscribing to our newsletter.

We do not collect information about our visitors from other sources, such as public records or bodies, or private organisations.

Children's Privacy

We do not knowingly collect personal data from children.

Confidentiality/Security

We are committed to ensuring that your information is secure and all information collected about you is stored in limited access servers. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electrical and managerial procedures to safeguard and secure the information we collect online.

All our employees, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of our visitors' personal data. We ensure that your personal data will not be disclosed to State institutions and authorities except if required by law or other regulation.

Access to the personal data we may hold about you

You can ask us by sending postal mail to: Data Controller, First Event, 8 Church View, Low Barn, Burley Lane, Menston, Ilkley, West Yorkshire, LS29 6EX, whether we are keeping personal data about you. A small fee will be payable. We will provide you with a readable copy of the personal data which we keep about you, within a month. We may require proof of your identity before disclosing any information.

We allow you to challenge the data that we hold about you and, where appropriate, you may have the data: erased, rectified or amended. We reserve the right to refuse to provide our visitors with a copy of their personal data, but will give reasons for our refusal. We do, however, allow you to challenge our decision to refuse to provide you with a copy of your personal data.

Comments and Questions

If you have an enquiry or concern about our privacy policy, please contact:

First Event, 8 Church View, Low Barn, Burley Lane, Menston, Ilkley, West Yorkshire, LS29 6EX