

PRIVACY POLICY

THIS PRIVACY POLICY SETS OUT THE DATA PROCESSING PRACTICES CARRIED OUT THROUGH THE USE DELEGATE REGISTRATION SYSTEMS OR OUR OTHER ELECTRONIC COMMUNICATIONS NETWORKS BY FIRST EVENT.

If you have any requests concerning your personal information or any queries with regard to these practices please contact First Event at info@firstevent.co.uk. Please note that all data thus captured will be used and held in accordance with the requirements of the Data Protection Act 1998.

PRIVACY POLICY OF MORGAN TRAVEL LIMITED TRADING AS FIRST EVENT

This policy (together with our terms of use <https://www.firstevent.co.uk/terms-and-conditions> and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

On 25th May 2018 the General Data Protection Regulation ((EU) 2016/679) (GDPR) comes into effect in the UK. This gives data subjects (living individuals in respect of whom personal data is processed) enhanced rights and protections in relation to their personal data. We are committed to safeguarding the privacy of the users of our services. Therefore, we have updated our Privacy Policy so we are completely clear as to what personal data we collect, why we collect that personal data and how we handle it.

We, Morgan Travel Limited, trading as First Event, of Ghyll Beck House, Gill Lane, Yeadon, Leeds, West Yorkshire, LS19 7SE are the Data Controller (as that term is defined in data protection legislation). In some cases we process personal data about individuals in order to supply services to our business customers. Where we process personal data on behalf of a business customer, the business customer will be data controller of that personal data and such personal data will be processed in accordance with the privacy policy of that business customer. In those circumstances, we will be a data processor of such personal data (as that terms is defined in data protection legislation). As a data processor we are still required to process the personal data in accordance with data protection legislation, and this privacy policy explains how we do this.

Please read the privacy policy carefully. By registering to attend an event organised by ourselves, you are accepting and consenting to the practices described in this policy.

1. WHAT INFORMATION DO WE COLLECT FROM YOU?

What personal data might you supply to us?	How and why we process your personal data:
<p>Transaction Data: If you purchase services from us through our website, you will need to provide certain information to us so that we can supply those services to you. The information you supply to us may include your name, your contact details, your card details and other information relevant to your transaction. Sometimes, in order to provide services to you (for example, for you to attend an event we are running) we may need you to provide certain specific information so we can ensure you are able to travel to the event safely and so that we can assist you if there is an emergency whilst you are attending the event. Such information may include your passport number, relevant medical information and details of your next of kin. Where we collect information that is sensitive personal data (as that term is defined in the Data Protection Act 1998 (as updated)), we will use technical and organisational measures to ensure such sensitive personal data is kept as secure as possible.</p>	<p>We will process that data in order to perform our contract with you and to fulfil the transaction. This is also our reason for processing the data (our legitimate interest). Any sensitive personal data we collect from you will be limited to information we specifically need to ensure you are safe whilst using our services in order to protect your vital interests.</p>
<p>Account information: Information about you which relates to you, or your employer's or event hosts, account with us. This information may include your name, your email address and your telephone and/or mobile number.</p>	<p>We will process this data to maintain this account with us, to provide our services to you, to communicate with you and to back up our database. The reason we process this data is to ensure the proper administration of your account and our business and, where you have entered into a contract with us, for the purposes of fulfilling our contract with you.</p>

What personal data might you supply to us?	How and why we process your personal data:
<p>Registration Information: Information you provide when you register to use our services and / or when you report a problem with our website. The information you give us may include your name, address, e-mail address and phone number and such other details as are necessary for us to supply services to you.</p>	<p>We will process this data so we can deal with your registration, or other communications or applications, or to address your query or concern. The reason we process this data is to ensure the proper administration of your registration and our business.</p>
<p>Communication Data: If you communicate with us, we may process the information contained in your communication. This information may include your name and contact information, the content of your communication and any metadata our website generates where you communicate with us using the contact form available on our website.</p>	<p>We will process that information so we can correspond with you and keep records of such correspondence. The reason we are processing this data is to ensure the proper administration of our business (our legitimate interest).</p>
<p>Notification Data: Where you have purchased services from us, or where you subscribe to receive our email notifications and/or newsletters, we will process your data so that we can send such email notifications and/or newsletters to you.</p>	<p>The legal basis for us processing this data is that you have consented to such processing.</p>
<p>Regulatory Data: We may process your data if we need to do so in order to comply with our legal and/or regulatory obligations so that we can protect the vital interests of you or another natural person.</p>	<p>The reason we will process such data is to protect the vital interests of you or another natural person.</p>
<p>Cookies: We use cookies to ensure that you get the most out of our site. Cookies are small text files which we store on the device you use to access the site. Cookies allow us to monitor your use of the software and simplify your use of the site. For example, a temporary</p>	<p>We collect information about you visiting our website and how you use it. This may include your IP address, geographical location, device information, browser type, referral source, length of visit, operating system, number of page views, which pages</p>

What personal data might you supply to us?	How and why we process your personal data:
<p>cookie is also used to keep track of your "session". Without that temporary cookie (which is not stored after you quit your browser) you would have to log on every time you access a new page.</p> <p>If you do not wish for cookies to be installed on your device, you can change the settings on your browser or device to reject cookies. For more information about how to reject cookies using your internet browser settings please consult the "Help" section of your internet browser (or alternatively visit http://www.aboutcookies.org). Please note that, if you do set your Internet browser to reject cookies, you may not be able to access all of the functions of our websites.</p>	<p>you viewed and similar information. This information may be collected by a third party website analytics service provider on our behalf and/or may be collected using cookies. We also use cookies and pixels in our emails to track delivery and open rates, the results of which are stored against your email address and profile.</p>

2. WHEN WILL WE DISCLOSE YOUR PERSONAL DATA TO OTHERS?

2.1 We may need to share your personal information with members of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries. These terms are defined in section 1159 of the UK Companies Act 2006. We may also share your personal information with our sister company, Loyalty Works Limited where this is necessary for us to provide services to you or where you have consented to such sharing of information.

2.2 WE MAY NEED TO SHARE YOUR PERSONAL INFORMATION WITH CERTAIN SELECTED THIRD PARTIES INCLUDING:

(a) our business partners, suppliers and sub-contractors for the purpose of performing any contract we have with you or them. In particular, we use a software supplier to operate the registration software for events that we run. To read their privacy policy [click here](#).

(b) If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce any legal agreement we have with you; or to protect our rights or property, or the safety of us, our customers, or others.

3. WHERE DO WE STORE YOUR PERSONAL DATA?

We will always try to ensure that your personal data is processed within the European Economic Area. In some circumstances this will not be possible. In circumstances where it is necessary for us to transfer your personal data outside the European Economic Area, we will only transfer such personal data to third parties where we have carried out due diligence on such third parties to ensure they will protect your personal data using similar standards and safeguards as we have. We will also have contractual provisions in place with such third parties to ensure your personal data is protected. Such contractual provisions will be based on the standard contractual clauses approved by the European Commission for the transfer of data outside the EEA or such other appropriate standards as are required from time to time by the European Commission or the UK Government. You consent to the transfer of your personal data outside of the EEA, as long as we comply with these requirements.

All information you provide to us is stored on our secure servers. Any payment transactions will be encrypted using SSL technology. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, and we will maintain appropriate technical and organisation measures to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. Some of the specific measures we use to keep your personal data safe and secure include encryption technology, amongst other things. Where the personal information you have supplied to us is sensitive personal data, we will use such technical and organisational measures as we consider necessary to ensure the sensitive personal data is kept as secure as possible.

4. STORAGE AND DELETION OF PERSONAL DATA

(a) Any personal data that we process will be deleted from our systems once we have completed the purpose for which we were processing the personal data. In some cases, the purpose for which we are processing your personal data will last for a considerable period (for example, if you are a long term customer of ours, we will need to store your data until our relationship with you comes to an end).

(b) We will determine the period for which we need to retain your data, acting reasonably, and taking into consideration a number of factors such as your relationship with us, your engagement with us, and the fulfilment of contracts we have with you.

(c) We may need to retain your personal data where this is necessary to comply with our legal or regulatory obligations, or to protect the vital interest or the vital interests of another natural person.

5. INFORMATION ABOUT US

This privacy policy relates to Morgan Travel Limited trading as First Event. We are a company registered in England and Wales with company number 04213944. Our registered office and main place of business is at Ghyll Beck House, Gill Lane, Yeadon, Leeds, West Yorkshire, LS19 7SE. You can contact us at Ghyll Beck House, Gill Lane, Yeadon, Leeds, West Yorkshire, LS19 7SE, or by using our website contact form, by phone 01943 877444 or by email dpo@firstevent.co.uk.

To read our full privacy policy [click here](#)

Our data protection officer can be contacted at dpo@firstevent.co.uk.

6. ANY QUESTIONS?

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to First Event, Ghyll Beck House, Gill Lane, Yeadon, Leeds, West Yorkshire, LS19 7SE