



Professional DJ, Sound & Lighting Services

## **GDPR Policy**

### **How your data is obtained**

When you contact MF Events UK through the website, the information you give is all that we need to deliver requested information in response to your enquiry, and to process your contracts, invoices and necessary correspondence. Your email address and personal/company details form the unique identifiers for company use.

When you contact MF Events UK through the telephone service, the information received is the information you would have to provide to complete your enquiry and/or agreement. Nothing is shared with any 3<sup>rd</sup> party other except as required by law.

The specific data that is stored on servers is name, address, email and phone number (if supplied) together with details of your enquiry/booking.

Your name and email address is only stored on internal MF Events UK servers (that cannot be accessed externally). and on accounting software (for invoicing purposes and as such they are password protected). With regard to any other platforms (such as mail servers) the only information stored elsewhere is in an encrypted email form (used to track delivery).

### **How your data is shared and used**

Only MF Events UK administrators and company officers have access to this data.

Other than that, we never share your data with anyone outside of the organisation, nor do we send out emails or other communications for other organisations. Our undertaking is to only send communications of legitimate interest to clients.

However, you may opt out of receiving any email communications at any point. All you have to do is request that we only communicate either by telephone or the postal service.

### **Your Choice At All Times**

The choice of what data we hold and share lies with the individual.

Email [info@mfeventsuk.com](mailto:info@mfeventsuk.com) if you are unsure what data we hold or wish for any data to be updated or removed from our system.