

How we obtain your data

We obtain your data from yourself directly, either via written correspondence, face-to-face or by means of email or telephone contact, or through an email enquiry received via the contact form on our website

For the provision of services we hold the following information:

Your name and contact details

Your address or a third party address for delivery of our services

Details of any commissions or events you have contracted our services for and their locations

Correspondence between you and ourselves in fulfilment of our services

We may use this information that you provide for the following purposes:

To provide delivery of services

For invoicing purposes – to invoice you in accordance with the goods and or services rendered

For the supply of goods and services to collect payments due from you or to make payments due to you

Your information is kept confidential and is only shared outside where necessary for the purposes of providing our services as requested by you.

We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so.

There are in place appropriate security measures which ensures that personal data is kept secure and confidential. These measures include:

- Keeping all personal data in lockable storage with either key and/or number-lock-controlled access.
- Storing and password-protecting all personal data held electronically accessible only by relevant employees.

How long we keep your information

We keep your information up to six years after your relationship with the company ends in line with government HMRC guidelines.

Your right to alter or erase data

You are entitled to ask us to provide, alter or erase your personal data, by contacting us in writing at its registered office address. We will respond to any written request within one month of receipt. If this withdrawal means we are not able to provide a service to you, we will advise of this at the time of withdrawal.

If you have any questions or queries regarding our privacy policy please don't hesitate to contact us.