

*This privacy policy sets out how TMB Events uses and protects any information that you give us when you use our delegate registration system, or we receive information from our client relating to you. We are committed to ensuring that your privacy is protected. If you provide us with personal information through this system, you can be assured that it will only be used in accordance with this privacy statement.*

## Use of personal information

We use the information you provide to complete the delivery of events for our clients. This can include the confirmation of airline passenger manifests, arranging travel visas, or completing hotel guest rooming lists, restaurant dining lists or guest lists for activities.

We will not provide your personal information to third parties unless we have your permission or are required by law to do so.

## Legal grounds for processing personal information

We rely on one or more of the following processing conditions:

- Performance of our contract with you or your
- rely on explicit consent;
- our legitimate interests in the effective delivery of information and event services to you;
- to satisfy any legal and regulatory obligations to which we are subject

## Access to data

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all your personal information, please email [hello@tmb-events.com](mailto:hello@tmb-events.com).

## Retention of personal information

We will retain your personal information on our systems only for as long as we need it, given the purposes for which it was collected, or as required to do so by law. Typically once the event for which the data we collected has been delivered we would delete that data.

## Rights in relation to your information

You may have certain rights under data protection law in relation to the personal information we hold about you. In particular, you may have a right to:

- request a copy of personal information we hold about you;
- ask that we update the personal information we hold about you, or correct such personal information that you think is incorrect or incomplete;
- ask that we delete personal information that we hold about you, or restrict the way in which we use such personal information;
- object to our processing of your personal information; and/or
- withdraw your consent to our processing of your personal information (to the extent such processing is based on consent and consent is the only permissible basis for processing).

If you would like to exercise these rights or understand if these rights apply to you, please contact us by sending an email to [hello@tmb-events.com](mailto:hello@tmb-events.com) or by one of the means set out at the end of this Privacy statement. We may charge for a request to access your information, if permitted by applicable law.

## Third Party Links

Our delegate registration system may contain links to other websites provided by our clients and these are not under our control. When following a link and providing information on that link please be aware that we are not responsible for the data provided to our (third party) client. This privacy policy only applies to TMB Events Ltd and its delegate registration system so when you link to other websites you should read their own privacy policies.

## Changes

TMB Events may change this policy from time to time by updating this page.

## Contact

Please contact us if you have any questions about our privacy policy or information we hold about you:

- by email: [hello@tmb-events.com](mailto:hello@tmb-events.com)
- or write to us at: TMB Events Ltd, Units K3 & K4 Kingston Business Park, Kingston Bagpuize, Abingdon, OX13 5FE