// DATA PROTECTION

Privacy Notice

Protec European Events Limited ("Protec", "we", "us") · Company No. 06413074

Version	1.0	**Effective date**	1 October 2026
Owner	Directors, Protec European Events Limited	**Next review**	October 2027

1. WHO WE ARE

Protec European Events Limited is a live events and audio-visual production company registered in England and Wales (company number 06413074). We are the **data controller** for the personal information described in this notice, which means we decide how and why it is used.

Contact	Details
Address	Unit 12, Elmdon Trading Estate, Bickenhill Lane, Solihull, West Midlands, B37 7HE
Data protection enquiries	confidential@protecevents.co.uk
Telephone	0121 782 5055
ICO registration number	ZA805586

We take your privacy seriously. This notice explains what personal information we collect, why we collect it, who we share it with, how long we keep it and what your rights are. It is written to meet the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025.

2. WHO THIS NOTICE COVERS

This notice applies to personal information about:

- **clients and their contacts**: people we deal with at the organisations we work for, and people who make enquiries;
- **event attendees, speakers and performers** at events we produce or support;
- **freelancers, suppliers and subcontractors**, and the people who work for them;
- **job applicants**;
- **visitors to our website**; and
- **visitors to our premises**.

Protec employees receive a separate privacy notice as part of their employment documents.

At many events we act on behalf of our client, who decides how attendee information is used. In those cases we are the client's **data processor**, and the client's own privacy notice applies. We only use that information on the client's instructions. If you contact us about it, we will pass your request to the client and help them deal with it.

3. THE INFORMATION WE COLLECT

Who	What we may collect
Clients and contacts	Name, job title, organisation, work email, phone number and address; event and project details; correspondence and meeting notes; invoicing and payment details; feedback.

Who	What we may collect
Event attendees, speakers and performers	Name and organisation; presentation content and running orders; accreditation and access details; dietary or access requirements where relevant to the service we provide; images, voice and video captured during filming, photography, recording or live streaming.
Freelancers, suppliers and subcontractors	Name, trading or company name, contact details and emergency contact; business and tax status (including UTR, company and VAT numbers); bank details; right-to-work information; insurance details; qualifications, licences and training records; skills, rates and references; driving licence entitlement and penalty points, Driver CPC and tachograph details (drivers only); availability, bookings, timesheets and invoices; health and safety records, including accident and incident reports; feedback on work performed.
Job applicants	CV, covering letter and application details; employment history, qualifications and references; interview notes; right-to-work information.
Website visitors	Information you submit through forms; technical information such as IP address, browser and device type, and pages visited, collected through cookies and similar technologies (see section 13).
Visitors to our premises	Name, organisation and visit times from our signing-in records.

Where we get it from

Most information comes directly from you. We may also receive information from your employer or the organisation you work for, our clients, venues and other suppliers on an event, referees you name, insurers, the DVLA (using a check code you provide), recruitment agencies, and publicly available sources such as Companies House, LinkedIn and your own website.

4. HOW WE USE IT AND OUR LAWFUL BASIS

Data protection law only allows us to use personal information where we have a lawful basis. The table below sets out what we use information for and the basis we rely on.

What we use it for	Lawful basis
Providing quotes and services to clients, planning and delivering events, and managing our client relationships	**Contract** (where you are the client), or our **legitimate interests** in running our business and serving our clients
Onboarding, booking, managing and paying freelancers and suppliers	**Contract**, and **legal obligation** (tax, right to work and record keeping)
Determining IR35 / off-payroll working status	**Legal obligation**
Health and safety: checking competence, qualifications and licences, site accreditation, recording and investigating accidents and incidents, and RIDDOR reporting	**Legal obligation**, and our **legitimate interests** in keeping people safe
Checking insurance, and driving licences for people who drive on our behalf	**Legitimate interests** in managing risk and meeting our insurers' requirements, and **legal obligation**
Preventing fraud, including verifying bank details	**Legitimate interests**, and **legal obligation**
Filming, photographing, recording and live streaming events	**Contract** with our client, or our client's instructions where we act as processor (see section 6)
Using event images and footage in our own portfolio and social media	**Legitimate interests** in promoting our work, with the client's agreement (see section 6)
Recruitment	Taking steps at your request to **enter into a contract**, and **legal obligation** (right to work)

What we use it for	Lawful basis
Business-to-business marketing (see section 12)	**Legitimate interests**, or **consent** where the law requires it
Running and improving our website	**Legitimate interests** for essential and analytics cookies, and **consent** for any advertising or tracking cookies
Security of our premises and equipment	**Legitimate interests** in protecting people, property and equipment
Accounting, audit, insurance claims and legal claims	**Legal obligation**, and **legitimate interests** in protecting our legal position
Meeting client due diligence and supply chain requirements (for example modern slavery, anti-bribery and health and safety assurance)	**Legitimate interests** in winning and keeping work, and **legal obligation**

Where we rely on legitimate interests, we have balanced our interests against your rights. You can ask us for more information about this. We do not make decisions about you based solely on automated processing.

5. SENSITIVE INFORMATION

Some information needs extra protection under data protection law. We only collect it where it is needed and the law allows it:

- **Health information**: for example accident and injury records, information you tell us about your fitness to work safely, and dietary or access requirements for event attendees. We use this to meet our health and safety and equality obligations, to protect people in an emergency, and to deliver the service our client has asked for.
- **Criminal offence information**: we check driving licence penalty points for people who drive on our behalf, to manage road safety risk and meet our insurers' requirements.

We keep sensitive information secure, limit who can see it and keep it only as long as we need to. Where the law requires, we maintain an appropriate policy document explaining how we handle it.

6. FILMING, PHOTOGRAPHY AND LIVE STREAMING AT EVENTS

Many of the events we produce are filmed, photographed, recorded or live streamed. If you attend, speak or perform at one of these events, your image and voice may be captured. Our clients normally tell attendees about this in advance, and in most cases we capture this content on the client's behalf and under the client's privacy notice.

With our client's agreement, we may also use a small selection of images or short clips in our portfolio, website, showreels and social media to show our work. We avoid using close-up images of individuals for this without their permission. If you would like us to remove an image or clip of you, contact us and we will do so.

7. WHO WE SHARE IT WITH

We do not sell personal information. We share it only where necessary, with:

- **our clients, venues and other suppliers working on the same event**: for example crew lists, site accreditation, security passes and contact details needed on the day;
- **freelancers and subcontractors** who help us deliver an event, where they need the information to do their job;

- **service providers** who support our business, such as IT, email, cloud storage, job management, accounting and payroll, HR and health and safety advisers, all under contracts that require them to protect it;
- **professional advisers and insurers**, such as our accountants, lawyers, insurers and brokers;
- **authorities** such as HMRC, the Health and Safety Executive, the police or a court, where the law requires us to; and
- **a buyer or investor** if all or part of our business is sold or restructured, under confidentiality obligations.

8. INTERNATIONAL TRANSFERS

We deliver events around the world, so we sometimes need to share personal information with clients, venues and suppliers outside the UK, for example crew details for site accreditation at an overseas event. Some of our service providers may also store information outside the UK.

When we transfer personal information outside the UK, we make sure it is protected. We do this by transferring it to a country the UK has approved as providing adequate protection, by using the UK International Data Transfer Agreement or Addendum, or, where these are not possible, because the transfer is necessary to perform a contract with you or at your request.

9. HOW LONG WE KEEP IT

We keep personal information only as long as we need it for the purposes in this notice, including to meet legal, tax, insurance and accounting requirements. Our standard retention periods are:

Information	How long we keep it
Client and supplier contracts, invoices and financial records	6 years after the end of the financial year they relate to
Freelancer records	While you are an approved freelancer, and for up to 6 years afterwards
Accident and incident records	At least 3 years, and longer where a claim is possible or the incident involves a child
Unsuccessful job applications	6 months after the recruitment decision, unless you agree to us keeping them longer
Marketing contacts	Until you unsubscribe or object, or after 2 years with no contact
Event content captured for a client	As instructed by the client

When information is no longer needed, we delete it securely or anonymise it.

10. HOW WE KEEP IT SECURE

We use appropriate technical and organisational measures to protect personal information, including access controls, password protection, secure storage, and confidentiality obligations on our staff, freelancers and service providers. If a data breach happens that is likely to put you at risk, we will tell you and the Information Commissioner's Office (ICO) where the law requires us to.

11. YOUR RIGHTS

You have the following rights over your personal information:

- **Access**: to ask for a copy of the information we hold about you.
- **Rectification**: to ask us to correct information that is wrong or incomplete.

- **Erasure**: to ask us to delete your information in certain circumstances.
- **Restriction**: to ask us to limit how we use your information in certain circumstances.
- **Objection**: to object to us using your information where we rely on legitimate interests, and to object at any time to direct marketing.
- **Portability**: to ask for information you gave us to be transferred to you or another organisation, where we rely on consent or contract and process it automatically.
- **Withdraw consent**: where we rely on consent, you can withdraw it at any time. This does not affect anything we did before you withdrew it.

To use any of these rights, email confidential@protecevents.co.uk. We may need to confirm your identity first. We will respond within one month, which may be extended by up to two further months for complex requests; if so, we will tell you why. There is normally no charge.

12. MARKETING

We may send business contacts occasional news about our services, kit and events by email. If you are contacting us as an individual or sole trader, we will only do this if you have agreed to it or you are an existing customer who has not opted out. Every marketing email includes an easy way to unsubscribe, and you can also email us at any time to stop marketing.

13. COOKIES

Our website uses cookies and similar technologies. We use:

- **essential cookies**, which the website needs to work properly and securely;
- **functionality cookies**, which remember your choices and improve how the website works for you; and
- **analytics cookies**, which collect information about how visitors use the website, such as pages visited, so we can improve it. We use this information only in a form that does not identify you.

The law allows us to use these cookies without asking for your consent first, but you can opt out of analytics cookies at any time through the cookie settings link on our website or your browser settings.

We do not use advertising or cross-site tracking cookies. If we ever do, we will ask for your consent before setting them.

14. COMPLAINTS

If you are unhappy with how we have handled your personal information, please contact us first at confidential@protecevents.co.uk so we can try to put it right. We will acknowledge your complaint within 30 days, investigate it, and tell you the outcome without undue delay.

You also have the right to complain to the Information Commissioner's Office, the UK regulator for data protection, at ico.org.uk/make-a-complaint or on 0303 123 1113. The ICO usually expects you to have raised the complaint with us first.

15. CHANGES TO THIS NOTICE

We review this notice at least once a year and will update it when the way we use personal information changes. The current version is always available on our website (click to view). If we make significant changes that affect you, we will tell you.