

## Privacy Policy for Elle-Events Management

Last Updated: February 2026

Elle-Events Management (“we”, “us”, “our”) is committed to protecting your personal data and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect your information when you visit our website, make an enquiry, attend an event, or work with us as a client, supplier, or partner.

### 1. Who we are

Elle-Events Management is an event planning and management business based in Cambridge, UK.

We act as the **Data Controller** for the personal information we collect.

If you have any questions about this policy, you can contact us at: **Email:** [hello@elle-eventsmgmt.com](mailto:hello@elle-eventsmgmt.com)

### 2. What information we collect

We may collect and process the following types of personal data:

#### Information you provide directly

- Name
- Email address
- Phone number
- Postal address (if relevant)
- Event details and preferences
- Payment information (processed securely via third-party providers)
- Any information you include in enquiries, forms, or correspondence

#### Information we collect automatically

- IP address
- Browser type and device information
- Website usage data (via cookies or analytics tools)

#### Information from third parties

- Supplier details
- Ticketing or registration platforms (e.g., Ticket Tailor)
- Social media interactions
- Publicly available business information

### 3. How we use your information

We use your personal data to:

- Respond to enquiries and provide event services
- Manage bookings, suppliers, and event logistics
- Send event updates, confirmations, and essential communications
- Process payments and invoices
- Improve our website and services
- Comply with legal or regulatory obligations

- Send marketing communications (only with your consent)

We do **not** sell your data to third parties.

#### 4. Legal basis for processing

We process your data under the following lawful bases:

- **Contract:** to deliver the services you request
- **Consent:** for marketing communications
- **Legitimate interests:** to operate and improve our business
- **Legal obligation:** for tax, accounting, and compliance purposes

#### 5. How we share your information

We may share your data with trusted third parties, such as:

- Event suppliers (venues, caterers, entertainers, etc.)
- Ticketing and registration platforms
- Payment processors
- Email and communication tools
- Professional advisers (accountants, legal support)

All third parties are required to keep your data secure and use it only for the purposes we specify.

#### 6. How we store and protect your data

We take appropriate technical and organisational measures to protect your personal data, including:

- Secure password-protected systems
- Encrypted communication tools
- Access controls for staff and contractors
- Regular data reviews and deletion of outdated information

#### 7. How long we keep your data

We keep personal data only for as long as necessary:

- Client and event records: up to 6 years (for accounting/legal reasons)
- Enquiry emails: up to 12 months
- Marketing data: until you unsubscribe
- Supplier information: as long as we work together

#### 8. Your rights

Under UK GDPR, you have the right to:

- Access your personal data
- Correct inaccurate information
- Request deletion (“right to be forgotten”)
- Restrict or object to processing
- Withdraw consent at any time
- Request data portability

To exercise any of these rights, contact us at [hello@elle-eventsmgmt.com](mailto:hello@elle-eventsmgmt.com)

#### 9. Cookies

Our website may use cookies or analytics tools to improve user experience. You can adjust your browser settings to refuse cookies if you prefer.

**10. Links to other websites**

Our website may contain links to third-party sites. We are not responsible for their privacy practices, so we encourage you to review their policies.

**11. Changes to this policy**

We may update this Privacy Policy from time to time. The latest version will always be available on our website.