

Privacy Policy and Cookie Policy

1.Introduction

This is our privacy policy. It tells you how we collect, and process data received from you, including how we process data in relation to our customers, suppliers, business contacts and visitors of our site. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

This policy applies to Unique Intervention Ltd.

If you have any comments on this privacy policy, please email them to yourdata@uniqueintervention.com .

2.Who We Are

Here are the details that the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regards to the processing of personal data and on the free movement of such data, known as General Data Protection Regulation (**GDPR**) says we have to give you as a 'data controller':

- Our site address is <http://uniqueintervention.com/>
- Our registered address is at Elliot Woolfe & Rose, Equity House, 128-136 High Street, Edgware, Middlesex, United Kingdom, HA8 7TT
- We are registered with the Information Commissioner's Office under registration number ZA247840
- For more information please contact us at yourdata@uniqueintervention.com

3.What information we collect

We collect and process the following data about you:

- **Identity data**, including name, username or similar identifier.
- **Contact data**, including email address, postal address and telephone numbers.
- **Financial data**, including bank account and payment details.
- **Transaction data**, including details about payments to and from you and other details of services you have purchased from us or products/ services we have purchased from you.

- **Technical data**, including IP address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology you use to access our site.
- **Profile data**, including your username and password, your interests, preferences, feedback and survey responses.
- **Usage data**, including information about how you use our website and services
- **Marketing and communication data**, including your preferences in receiving marketing from us and our third parties and your communication preferences.

We also collect, use and share **Aggregated data** such as statistical or demographic data. Aggregated data could be derived from your personal data but is not considered personal data in law as this data will not directly or indirectly reveal your identity. For example, we may aggregate your Usage data to calculate the percentage of users accessing a specific website feature.

We do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health, and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

Under GDPR we will ensure that your personal data is processed lawfully, fairly, and transparently, without adversely affecting your rights. We will only process your personal data if at least one of the following basis applies:

- a) you have given consent to the processing of your personal data for one or more specific purposes;
- b) processing is necessary for the performance of a contract to which you are a party or in order to take steps at the request of you prior to entering into a contract;
- c) processing is necessary for compliance with a legal obligation to which we are subject;
- d) processing is necessary to protect the vital interests of you or of another natural person;
- e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; and/or

- f) processing is necessary for the purposes of the legitimate interests pursued by us or by a third party such as our credit card payment processing, except where such interests are overridden by the fundamental rights and freedoms of the data subject which require protection of personal data

We use different methods to collect data from and about you, including:

- **Direct interactions** when you purchase our services or we purchase your products or services, create an account on our site, subscribe to our service or publications, request marketing to be sent to you, enter a promotion or survey, or give us feedback or contact us.
- **Automated technologies or interactions** – when you use our site, we collect data by using cookies about your computer, including your IP address and/or browser, which we will use for administration purposes and statistical analysis. That information will not usually identify you personally. We may monitor your usage of this site. This includes monitoring how many times you visit our site, which pages you go to, traffic data, location data and the originating domain name of a user's internet service provider. This information helps us build a profile of our users. Some of those data will be aggregated or statistical, which means that we will not be able to identify you individually.
- **Third parties or publicly available sources**, including analytics and search information providers such as Google.

4.Cookies

We may obtain information about your online movements and use of the internet. We do this by placing a 'cookie', which is a small file on your computer's hard disk. Cookies are used for several reasons:

- To recognize you whenever you visit this site
- To speed up access to this site (so you do not have to log on each time)
- To store your personal preferences and build a profile about you
- To better target our marketing and advertising campaigns

The vast majority of web browsers accept cookies. However, you can change your browser settings to that cookies are not accepted. If you do this, you may lose some of the functionality of this site.

For further information about cookies and how to disable them please go to www.aboutcookies.org

5. How we use what we collect

We use information about you to:

- Identify you and any accounts you hold with us
- Customise our site and its content to your particular preferences and to notify you of any changes to this site or our services which may affect you
- Provide information and services that you request, or (with your consent or if we have another lawful basis) which we think may interest you.
- Carry out our contracts with you and improve our services
- For fraud prevention and detection
- Administration, billing, statistical analysis and other fulfilment

If you are already our customer, we will only contact you electronically about things similar to what was previously sold to you.

Please note: We do not identify individuals to our advertisers, but we do give them aggregate information to help them reach their target audience, and we may use information we have collected to display advertisements to that audience.

If you don't want us to use your personal data for any of the reasons set out in this section 5, you can let us know at any time by contacting us at yourdata@uniqueintervention.com, and we will delete your data from our systems. However, you acknowledge this may limit our ability to provide our services to you.

In some cases, the collection of personal data may be a statutory or contractual requirement, and we will be limited in the services we can provide you if you don't provide your personal data in these cases.

Please find below further information as to the purposes and lawful basis of the personal data that we collect and process.

Type(s) of data subject	Categories of personal data	Purpose of processing	Lawful basis
Clients, their employees and contractors	Contact information, including name, address, telephone number and e-mail address	To ensure that we can supply our services requested by the clients, including facilitating	Necessary for the performance of a contract

	<p>Communication data including e-mail communication, text and other messaging services</p> <p>Financial data including bank account, payment card details, finance spend year on year and remittance advice</p> <p>Transaction data including details about payments to and from clients</p>	<p>invoicing and payment.</p>	
<p>Clients, their employees and contractors</p>	<p>Dietary requirements and preferences</p>	<p>To ensure that we can communicate our clients' preferences to hotels and venues as part of the provision of our services</p>	<p>Consent</p>
<p>Hotels and other venues, their employees and contractors</p>	<p>Contact information, including name, address, telephone number, e-mail address and bank details</p>	<p>To ensure we can work with these parties in relation to booking events</p>	<p>Necessary for the performance of a contract</p>
<p>Clients, potential clients, their employees and contractors</p>	<p>Contact information, including name, address, telephone number and e-mail address</p>	<p>Marketing communications</p>	<p>Consent</p>

Suppliers, subcontractors and their employees	Contact information, including name, address, telephone number and e-mail address and bank details	To enable logging and payment of invoices.	Necessary for the performance of a contract
Business contacts	Contact information, including name, company name, job position, address, telephone number and e-mail address, including those available via business networking websites, such as LinkedIn	Business networking	Legitimate interests of all parties

6. Where we store your data

We store your personal data on secure servers, and we may transfer your collected data to storage outside the European Economic Area (EEA) for the purpose of fulfilling your booking and providing our services to you.

We will only transfer your data to countries that are deemed to have an adequate level of protection of personal data by the European commission; or we may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe; or we may transfer data to US based providers that are part of the Privacy Shield.

By giving us your personal data, you agree to this arrangement. We will do what we reasonably can to keep your data secure.

If we give you a password, you must keep it confidential. Please don't share it. Although we try to provide protection, we cannot guarantee complete security for your data, and you take the risk that any sending of that data turns out to be not secure despite our efforts.

We only keep your personal data for as long as we need to in order to use it as described above in section 5, and/or for as long as we have your permission to keep it. In any event, we will conduct regular reviews to ascertain whether we need to keep your personal data. Your personal data will be deleted if we no longer need it.

7. Disclosing your information

We are allowed to disclose your information in the following cases:

- If we want to sell our business, or our company, we can disclose it to the potential buyer.
- We can disclose it to other businesses in our group.
- We can disclose it if we have a legal obligation to do so, or in order to protect other people's property, safety or rights.
- We can exchange information with others to protect against fraud or credit risks.

We may contract with third parties to help us provide our services or to supply services to you on our behalf. These may include payment processing, search engine facilities, agents, service providers, advertising and marketing. In some cases, the third parties may require access to some or all of your data. These are the third parties that have access to your information:

- [Third parties such as Hotelier and Suppliers], [Information required Name, Company Name, Company Address and payment details once contract has been signed], [For Contracts, Invoicing and Payment purposes]

Where any of your data is required for such a purpose, we will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, our obligations, and the obligations of the third party under GDPR and the law.

8. Your rights

You can ask us not to use your data for marketing. You can do this by clicking the “unsubscribe” link contained in our communications or by contacting us at any time at yourdata@uniqueintervention.com.

Under the GDPR, you have the right to:

- request access to, deletion of or correction of, your personal data held by us at no cost to you;
- request that your personal data be transferred to another person (data portability);
- be informed of what data processing is taking place;
- restrict processing;
- to object to processing of your personal data; and



- complain to a supervisory authority.

You also have rights with respect to automated decision-making and profiling.

To enforce any of the foregoing rights or if you have any other questions about our site or this Privacy Policy, please contact us at yourdata@uniqueintervention.com.

9. Links to other sites

Please note that our terms and conditions and our policies will not apply to other websites that you get to via a link from our site. We have no control over how your data is collected, stored or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

In particular, where you choose a particular venue or hotel for your conference, event meeting or accommodation and communicate with any such suppliers directly, please check their respective privacy policies for more information as this policy describes how personal data is processed by Unique Intervention Ltd only.

10. Changes

This Policy was last updated on 18 July 2019. If we change our Privacy Policy, we will post the changes on this page.

11. Automated Decision-Making and Profiling

We do not undertake any automated decision-making, including profiling.