



**Bradley Collins**  
**Entertainments**  
Privacy Policy

Bradley Collins Entertainments operates the Websites [www.bcentertainments.co.uk](http://www.bcentertainments.co.uk) & [www.bcplanner.co.uk](http://www.bcplanner.co.uk), which provides the us our advertising platform and client planning portal. This policy is used to inform website visitors & customers regarding our policies with the collection, use, and disclosure of Personal Information if anyone decided to use our Service. If you choose to use our Service, then you agree to the collection and use of information in relation with this policy. The Personal Information that we collect are used for providing and improving the Service. We will not use or share your information with anyone except as described in this Privacy Policy unless we are required to do so by Law.

## INFORMATION COLLECTION AND USE

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To enable you to use our Service, we may require you to provide us with certain personally identifiable information, including but not limited to your name, phone number, and postal address, e-mail address. We only collect the minimum information we require. The information that we collect will be used to contact or identify you to administer your query and / or booking only. By booking our services you will be entering into a contract with us. This forms our lawful basis of processing in accordance with the Data Protection Act 2018 and General Data Protection Regulation (EU) 2016/679 (GDPR) "Article 6 (1)(b). Please be aware that this basis will still apply if you have made an enquiry with us and no contract is entered into as the processing is within the context of a potential contract with you.

Photographs, we sometimes take photographs at events to display during the event or to use as advertising material on our website. We also sometimes use photographs supplied to us from other sources for example, wedding photographer / venues. If at any time you object to this please make us aware.

Bradley Collins Entertainments are deemed the Data Controller for all personal information collected and will ensure all information is processed in accordance with current and applicable laws.

## DATA RETENTION

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We only keep your personal information for as long as we need it. We keep all information contained within you BCPlanner portal for approximately 18 months after the date of the event. This is to allow us to ensure our book keeping requirements are fulfilled. After this period all event data is securely purged from your portal unless you have future bookings with us. We will maintain a client record for five years this is so that we can ensure we provide the best loyalty to our customers and revise any previous quotes we may of issued.

## LOG DATA & COOKIES

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We want to inform you that whenever you visit our website, we do not collect information that your browser sends to us that is called Log Data or Cookies however our Domain Service Providers (GoDaddy) and hosting providers (Mobile DJ Network). This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser version, pages of our Service that you visit, the time and date of your visit, the time spent on those pages, and other statistics. Cookies are files with small amount of data that is commonly used an anonymous unique identifier. These are sent to your browser from the website that you visit and are stored on your computer's hard drive.

Our website service provider may use these "cookies" to collection information and to improve our Service. You have the option to either accept or refuse these cookies, and know when a cookie is being sent to your computer. If you choose to refuse our cookies, you may not be able to use some portions of our Service. At no point does Bradley Collins Entertainments see any of this information.

## THIRD PARTY DATA SHARING

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There may be times where we are required to share your personal information with approved third parties such as venues or other service providers you have contracted with. We do not do this routinely and would only do this to administer your booking with us. However we would only do this with trusted suppliers.

## SECURITY

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We value your trust in providing us your Personal Information, thus we are striving to use commercially acceptable means of protecting it. But remember that no method of transmission over the internet, or method of electronic storage is 100% secure and reliable, and we cannot guarantee its absolute security. We rely on our service providers to provide the most up to date technical security measures possible.

Your BCPlanner Portal account is secure and utilises Hypertext Transfer Protocol Secure (HTTPS), and is hosted on secure servers within the EU.

## YOUR RIGHTS

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We acknowledge that your information is important to you. Legislation gives UK & EU citizens certain rights in respect of their Personal Information. For example, you have the rights to be informed about the processing of your personal information, the purpose and the type of data we collect, we achieve this by this Privacy Policy and by displaying suitable Fair Processing Notices at the point of data collection. You have the right to access your data we hold about you, have any incorrect data rectified, erased. There are also further rights which may be applicable in certain circumstances, to find out further information about these rights or to exercise them please contact [info@bcentertainments.co.uk](mailto:info@bcentertainments.co.uk).

## PERSONAL DATA BREACHES

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Although we do our best to secure your data, only collect the minimum data required and only process the data to administer your query or booking sometimes data breaches can occur, this may be events out of our control for example a cyber-attack. In the event of a personal data breach we will do all within our powers to investigate and mitigate. If required in accordance with current legislation we will inform you and the relevant Supervisory Authority.

## COMPLAINTS

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If you are unhappy with how we handle your personal information or unhappy with a response to your rights being exercised, you may make a complaint. If you would like to make a complaint directly to us in order for us to investigate accordingly please contact [info@bcentertainments.co.uk](mailto:info@bcentertainments.co.uk).

If you then feel that we have not handled your complaint accordingly you also have the right to complain to the Supervisory Authority. For the UK the Supervisory Authority is;

The Information Commissioners Office (ICO) – [www.ico.org.uk](http://www.ico.org.uk).

## CHANGES TO THIS POLICY

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We may update our Privacy Policy from time to time. Thus, we advise you to review this page periodically for any changes. We will notify you of any changes by posting the new Privacy Policy on this page. These changes are effective immediately, after they are posted on this page.

## CONTACT US

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If you have any questions or suggestions about our Privacy Policy, do not hesitate to contact us at [info@bcentertainments.co.uk](mailto:info@bcentertainments.co.uk).

## REGISTER OF PERSONAL DATA PROCESSING

Under current privacy legislation we are required to keep a record of the information we process and how long we keep it for.

Information Collected	Purpose	Source	Retention Period	Individual Rights Available
Contact Info: Name, Address, Tel, Email,	Provide quote or service – to maintain contact	BC Planner Portal – Data Provided by customer	5 Years	Access, Informed, Deletion, Rectification
Contact Info: Name, Address, Tel, Email,	Provide quote or service – to maintain contact	BCE Website Contact Form– Data Provided by customer	18 Months	Access, Informed, Deletion, Rectification
Photographs	Maintain Services Portfolio, Advertising	Taken at customer events by BCE or Customer contracted Photographer / Venue	Indefinitely	Access, Informed, Deletion, Rectification
Planning Data; Third Party Names, Supplier Contact Details	Event Planning	Customer provided via Planning Portal	18Months	Access, Informed, Deletion, Rectification