

### **RSVP Tours & Productions Ltd**

## **Privacy Policy**

## 1. Introduction

RSVP Tours & Productions Ltd takes your privacy very seriously. This privacy policy describes how and why we obtain, store and process data which can identify you.

We may update this policy from time to time.

## 2. What Information do we Collect?

Information is collected from you when you send an enquiry to us, or when you contribute to or use some of the advanced features on the site. The information we collect is clearly set out on the web page on which we collect it. See for example our appointment booking form.

In addition, we may collect your IP address and use cookies unless you configure your web browser not to accept them.

# 3. Why do we collect the Information?

We collect information about you so that we can personalise your use and experience of the site, assist your use of the site and improve the site generally.

Depending upon your selections for our data protection questions we may arrange for you to be sent information about related products and services from us and carefully selected third parties (see section 4). You may update the answers to your questions at any time.

# 4. Who do we Share your Information with?

We will only pass on information about you to third parties to enable us to use services requested by you, and only with your prior consent.

With your consent, we will pass your contact details to third parties; when required, who may then occasionally send communications to you to provide information, offers and services that may be of interest to you.

In certain circumstances we may need to disclose information about you if you breach this privacy policy or if you breach the Terms and Conditions.

We will only pass on information about you as an individual to third parties overseas to enable us to perform services requested by you. Again, this is only once we have your prior consent.

#### 5. Data Protection

RSVP Tours & Productions Ltd is registered with the Information Commissioner in the UK as a "data controller" in accordance with the provisions of the Data Protection Act 2018. Further details of the registration are available at <a href="https://www.gov.uk/data-protection.">https://www.gov.uk/data-protection.</a>

## 6. Security

Keeping information about you secure is very important to us and certain sections of the site may encrypt data using SSL or a comparable standard. However, no data transmission over the Internet can be guaranteed to be totally secure. As a result, whilst we strive to protect your personal information, we cannot ensure the security of any information which you send to us, and you do so at your own risk.

## 7. Accessing and Updating your Personal Information

Under the Data Protection Act 2018, you have the right to find out what information we store about you. These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

We will provide you with a copy of the personal information we hold about you upon request.

# 8. Questions?

If you have any questions or complaints relating to this Privacy Policy and how we use your personal information, please contact us and we will respond to you promptly.