

# FAUXTANICAL

## FLORAL DESIGN & EVENT STYLING

### DATA PROTECTION & PRIVACY POLICY

We are committed to protecting your privacy and we will only use the information that we collect about you lawfully and in accordance with our privacy policy and all applicable data protection legislation including (but not limited to) the Data Protection Act 2018 and the General Data Protection Regulation (EU 2016/679) and any revised legislation. We collect information only to process your booking, including payment authorisation with our banking services.

You will receive either a wedding Enquiry Form and/or a Wedding Booking Form. On this, the personal information you are asked consists of your full name, correspondence address, email address, and phone number. When returned to me, I file your email plus attachment in an 'Enquiries' folder on my password protected account, accessed via my password protected laptop. If you proceed with a booking, your email thread gets placed in a designated email folder named using your first names and wedding date. If you send me a paper copy of the signed contract, this is placed in a lockable filing cabinet.

I will only require your bank account details, for the hire of goods and return of your security deposit. you will have my bank details for the purposes of paying the booking fee, security deposit (if applicable) and final balance.

Your information is never passed on to any Third Parties (the only exception being if pursuant to a legal request, such as a subpoena, legal proceedings, search warrant or court order, or in compliance with applicable laws, if we have a good faith belief that the law requires us to do so, with or without notice to you).

I do not have mailing lists, so I will never send any emails that are not directly related to your wedding booking.