

## Privacy and Cookie Policy

Partridge Events ("We" or "Us") privacy policy outlines how your personal data collected via [www.partridgeevents.co.uk](http://www.partridgeevents.co.uk) or via any form of correspondence with Partridge Events will be used, stored, protected and processed by Partridge Events to communicate with you whilst being compliant with the data protection law (Regulation (EU) 2016/6790). Partridge events respects you and your data and will do everything to protect it. The data held by Partridge Events is the information which you have provided via the means mentioned below. This data may include your first name, Middle name/s, Surname, title, email address, phone number, billing address, shipping address, Business address and any other information that you consider necessary to provide. Please be assured that the data that you provide will not be forwarded to a third party in anyway. This includes selling, rented or leased.

The ways in which your data is collected by Partridge Events.

### Active data collection

- When you sign up to our newsletter.
- When you register with our Website or fill in the contact page.
- Register as a freelancer to work with Partridge Events
- If you contact or correspond with Partridge Events (for example, by phone, email or otherwise) to find out more about a product or services.

### How your data is used by Partridge events

- To contact you with regards to your enquiry, jobs etc.
- Delivering services to you
- Internal record keeping
- To send you a newsletter, events details and general correspondence relating to your original enquiry.

We have appropriate security measures in place to limit the access to your data, and your personal information is only accessible by authorised staff of Partridge Events who will do so in an authorised manner and subject to a duty of confidentiality. We will also use technological and organisation measure to ensure you data is kept safe.

Our website does uses cookies. Cookies help the functionality of websites. Cookies are small data files sent and stored on your device. Cookies help a website to remember your preferences and/or browsing activity. They are there to improve you visit. You can of course change your preferences on your device/s at any time.

The Partridge Events website may include some links to third-party websites. Our privacy policy only applies to our website. By clicking on these links you maybe allowing third parties to collect or share your data. Partridge events does not have any control over these third-party websites and are not responsible for their privacy policy or statements and cookies. Partridge events encourage you to read the privacy notice of every website you visit.

### Our Promise

We promise to only use your personal information to provide you with the information you have requested or agreed to receive. We promise to keep your data safe and secure. And we only use cookies to improve your visit to our site.

We may change this policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version. We will also attempt to notify users of any changes via a new pop window on the site.

You can request for your details to be deleted, or to unsubscribe to our mailing list at any time. To do so simply email Partridge Events [info@partridgeevents.co.uk](mailto:info@partridgeevents.co.uk) with your request. If you would like any more information relating to our Privacy Policy, please do e-mail us [info@partridgeevents.co.uk](mailto:info@partridgeevents.co.uk) or call us on 01273 681754

Our privacy policy was last updated on 19.02.2020

### Ethical, Sustainable and Environmental Policies

At Partridge Events we have long endeavoured to create bespoke, detailed events and visuals with minimum negative impact on the local, global and social environment. Integrating environmental and social responsibility into event planning, we prioritise geographically relevant, conscientious and sustainable suppliers. Where possible we reinvent and redevelop through innovation so as to create one off concepts based on up-cycling or reuse.

#### Onsite Responsibilities & Energy Consumption:

When it comes to creating items and props for our events we use the most sustainable fixings and materials. When onsite and dressing we use low voltage CFL and LED lighting for minimal impact. We are responsible for all waste we generate, taking care to dispose of correctly and always avoiding unnecessary plastics/ non-recyclable waste. We endeavour to cooperate with venues, save on sharable equipment and associated set-up costs so as to maximise efficiency and minimise impact.

#### Office Responsibilities & Energy Consumption

When it comes to our office working environment, we are always looking at ways to reduce waste. Within our offices we are working towards using less paper. All paperwork is collected by a local recycling centre to be shredded and recycled. We seek to use recycled paper and paper-based materials where possible. We look to be a plastic free environment and recycle all recyclable items. All lighting used is low voltage or energy saving.

#### Carbon footprint:

We work across the UK (and often overseas) as such, we take responsibility for minimising impact and consumption. We source locally and endeavour to group haulage and travel

where distance is a factor. We consistently tally our movements so as to keep track of impact and cost so as to best benefit both our clients and our global conscience.

#### Living Décor:

We source all our living décor and props from trusted suppliers as local to each event as possible, the plants are cared for in environmentally sustainable greenhouses displayed at peak condition then returned to home base for further growth. allowing for a floral or green showcase while being long-lasting and sustainable.

Other sustainable options can be faux flowers. They are reusable, look just as good as the real ones and over time regulate their own impact through reuse.

We redistribute single use living décor to local hospitals, care homes, schools or businesses to work towards upholding our goal of zero waste and sit inline with our share and care company ethics.

#### Social Conscience:

For years we have been working with various charities and organisations passing on materials and items for further use in education and the arts. One of our longest charitable working relationships is with The Children's S.C.R.A.P project is a registered charity No. 281010 which collects, stores and distributes clean, safe, industrial waste to schools, nurseries, colleges, special needs groups, churches, hospital wards, playgroups, community groups and charitable organizations involved in education.

We endeavour to work with local councils and to seek out new relationships to ensure we are passing on any materials of use to any community that may benefit with minimum impact by way of transport cost or wasted opportunity. We have been lucky enough to donate props to Newham Council borough children's hospice.

We work with our staff, freelancers and other contractors to help bring about the growing awareness around sustainability and ensuring reducing environmental impact is at the forefront of our business.

If you'd like to learn more on our vision and the continued steps we are taking to build upon our sustainable, responsible business strategy please do get in touch

[info@partridgeevents.co.uk](mailto:info@partridgeevents.co.uk)