

**PRIVACY POLICY**

Effective date: **16 April 2024.**

We are WWG Consulting Ltd trading as BoothNine Event Media, the owner and provider of this Website.

We take the privacy of your information very seriously.

This Privacy policy describes the type of personal data we may collect about you in our relationship with you as a customer, potential customer or when you are enquiring about our services and products. Our products and services are aimed at those aged 18 and over.

**Please read this Privacy Policy carefully.**

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## Definitions and Interpretation

1. In this Policy, the following definitions are used:

<b>Data</b>	collectively all information that you submit to WWG Consulting Ltd trading as BoothNine Event Media via the Website. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws;
<b>Cookies</b>	a small text file placed on your computer by this Website when you visit certain parts of the Website and/or when you use certain features of the Website. Details of cookies used by this Website are set out in the section <b>Cookie Schedule</b> ;
<b>Data Protection Laws</b>	any applicable law relating to the processing of personal Data, including but not limited to the UK GDPR legislation, and any national implementing and supplementary laws, regulations, and secondary legislation;
<b>GDPR</b>	the UK General Data Protection Regulation;
<b>WWG Consulting Ltd trading as BoothNine Event Media, we or us</b>	BoothNine Event Media, a trading name of WWG Consulting Ltd , a company incorporated in England and Wales with registered number 13680090 whose registered office is at 21 Orton Enterprise Centre, Peterborough, PE2 6XU. For simplicity throughout this policy, we will refer to our trading name of 'BoothNine Event Media (BEM)
<b>UK and EU Cookie Law</b>	the Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011 & the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2018;
<b>User or you</b>	any third party that accesses the Website and is not either (i) employed by BoothNine Event Media and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to BoothNine Event Media and accessing the Website in connection with the provision of such services; and
<b>Website</b>	the website at <a href="https://boothnine.com">https://boothnine.com</a> , and any sub-domains of this site unless expressly excluded by their own terms and conditions.

2. In this Privacy Policy, unless the context requires a different interpretation:

- a. the singular includes the plural and vice versa;
- b. references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this Privacy Policy;
- c. a reference to a person includes firms, companies, government entities, trusts and partnerships;
- d. "including" is understood to mean "including without limitation";
- e. reference to any statutory provision includes any modification or amendment of it;
- f. the headings and sub-headings do not form part of this Privacy Policy.

**Scope of this Privacy Policy**

- 3. This Privacy Policy applies only to the actions of BoothNine Event Media and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.
- 4. For purposes of the applicable Data Protection Laws, this policy applies to where BoothNine Event Media is acting as the "data controller". This means that we determine the purposes for which, and the manner in which your Data is processed.
- 5. Where we collect data on behalf of a customer, they determine the purposes for which the data collected will be used. In this instance, we act as a data processor on behalf of our customer, and this policy shall not apply. As a data processor, any legal obligations will be determined by the contract governing our agreement with the relevant data controller.

**Information We May Collect From You**

- 6. Personal information refers to any data about you from which you can be identified. This does not include information where identifiable information has been removed or anonymized. We may collect and process personal data which we have grouped into the following categories

Category	Description, including but not limited to:
Customer Data	First name, Last name, Title, Address, Email address, Telephone number
Transaction Data	Details about payments received from you or paid to you. Details of products and services you have purchased
Technical Data	Internet Protocol (IP) address, browser type and version, time zone setting and location, operating system, and platform
Profile Data	Purchases or orders made by you, preferences, feedback, any provided images, and survey responses
Usage Data	Information about how you use our website
Marketing and Communications Data	Your preferences regarding receiving marketing notifications from us about offers and services. Your overall communication preferences

## **Sources of your personal information**

7. We collect your personal information in a number of ways:
  - a. From you when you contact us directly through the Website, by telephone, post, e-mail or through any other means;
  - b. When you use our products and services;
  - c. From other sources such as publicly available directories and information such as social media, directories in each case, in accordance with this Privacy Policy.

## **Data That is Collected Automatically**

8. To the extent that you access the Website, we will collect your Data automatically, for example:
  - a. We automatically collect some information about your visit to the Website. This information helps us to make improvements to Website content and navigation, and includes your IP address, the date, times, and frequency with which you access the Website and the way you use and interact with its content.
  - b. We will collect your Data automatically via cookies, in line with the cookie settings on your browser. For more information about cookies, and how we use them on the Website, see the section below, headed "Use of Cookies".

## **Our Use of Data**

9. Any or all of the above data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, personal data may be processed by us for the following reasons:
  - a. Operations
  - b. Direct Marketing and Customer Service
  - c. Analysis
  - d. Content Publishing
  - e. Record Keeping
  - f. Security
  - g. Claims
  - h. Legal Compliance
  - i. Risk
  - j. internal record keeping;

- k. improvement of our products / services;
- l. transmission by email of promotional materials that may be of interest to you;
- m. response to enquiries or information request

in each case, in accordance with this Privacy Policy.

10. We may use your Data for the above purposes if we deem it necessary to do so for our legitimate interests. If you are not satisfied with this, you have the right to object in certain circumstances (see the section headed "Your rights" below).
11. For the delivery of direct marketing to you via e-mail, we'll need your consent, whether via an opt-in or soft-opt-in:
  - a. soft opt-in consent is a specific type of consent which applies when you have previously engaged with us (for example, you contact us to ask us for more details about a particular product/service, and we are marketing similar products/services). Under "soft opt-in" consent, we will take your consent as given unless you opt-out.
  - b. for other types of e-marketing, we are required to obtain your explicit consent; that is, you need to take positive and affirmative action when consenting by, for example, checking a tick box that we'll provide.
  - c. if you are not satisfied with our approach to marketing, you have the right to withdraw consent at any time. To find out how to withdraw your consent, see the section headed "Your rights" below.

## **Who We Share Data With**

12. We may share your data with for the following reasons:
  - a. our employees, agents and/or professional advisors - to facilitate direct interactions with employees and/or authorised representatives of BoothNine Event Media by post, phone, email, social media or otherwise when enquiring about a product or service offered by us or in the delivery of a product or service;
  - b. third party service providers who provide services to us, as reasonably necessary for the processing of data - to perform functions on our behalf to ensure the website runs smoothly and efficiently; with outsourced suppliers to provide additional services needed to support the sales and delivery of our products and services; to inform you about relevant products and services, to request feedback or carry out surveys on products sold or services received by you; for the purpose of providing out of hours technical support in relation to our products and services, your data may be transferred to them; with non-affiliated companies who provide support services on our behalf including those who provide legal, financial, professional or accounting advice to us;

in each case, in accordance with this Privacy Policy.

## Keeping Data Secure

13. We will use technical and organisational measures to safeguard your Data, for example:
  - a. access to your account is controlled by a password and a user name that is unique to you.
  - b. we store your Data on secure servers.
14. Technical and organisational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorised access to your Data, please let us know immediately by contacting us via this e-mail address: [hello@boothnine.com](mailto:hello@boothnine.com).
15. If you want detailed information from Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses and many other online problems, please visit [www.getsafeonline.org](http://www.getsafeonline.org). Get Safe Online is supported by HM Government and leading businesses.

## Data Retention

16. Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this Privacy Policy, and/or Retention periods in line with legal and regulatory requirements or guidance, or until you request that the Data be deleted.
17. Even if we delete your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

## Your Rights

18. You have the following rights under data protection law
  - a. **Right to be informed** – the right to be informed about the collection and use of your personal data.
  - b. **Right of access** - the right to access and receive a copy of your personal data and other personal supplementary information.
  - c. **Right to rectification** - the right to have inaccurate personal data rectified, or completed if it is incomplete.
  - d. **Right to erasure** - the right to have personal data erased.
  - e. **Right to restrict processing** - the right to request the restriction or suppression of your personal data.
  - f. **Right to data portability** - the right to obtain and reuse your personal data for your own purposes across different services.
  - g. **Right to object** to processing - the right to object to processing of your personal data.
19. These rights may be subject to certain limitations or additional exceptions. More information about individual rights under UK GDPR is available from the Information Commissioner's Office at <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/individual-rights/>

20. To exercise any of your rights set out above, or withdraw consent to the processing of your personal data (where consent is our legal basis for processing personal data), please contact us via this e-mail address: [hello@boothnine.com](mailto:hello@boothnine.com).
21. If you are not satisfied with the way a complaint you make in relation to your Data is handled by us, you may be able to refer your complaint to the relevant data protection authority. For the UK, this is the Information Commissioner's Office (ICO). The ICO's contact details can be found on their website at <https://ico.org.uk/>.
22. It is important that the data we hold about you is accurate and current. Please keep us informed if your personal data changes during the period for which we hold it.

### **Transfers Outside the United Kingdom and European Economic Area**

23. Data which we collect from you may be stored and processed in and transferred to countries outside of the UK and European Economic Area (EEA). For example, this could occur if our servers are in a country outside the UK or EEA or one of our service providers is situated in a country outside the UK or EEA.
24. If we transfer Data outside the EEA in this way, we will take steps with the aim of ensuring that your privacy rights continue to be protected as outlined in this privacy policy. You expressly agree to such transfers of Data.

### **Links to Other Websites**

25. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This Privacy Policy does not extend to your use of such websites. You are advised to read the Privacy Policy or statement of other websites prior to using them.

### **Changes of Business Ownership and Control**

26. We may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of BoothNine Event Media. Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this Privacy Policy, be permitted to use the Data for the purposes for which it was originally supplied to us.
27. We may also disclose Data to a prospective purchaser of our business or any part of it.
28. In the above instances, we will take steps with the aim of ensuring your privacy is protected.

### **Use of Cookies**

29. This Website may place and access certain Cookies on your computer. We use Cookies to improve your experience of using the Website and to improve our range of services. We have carefully chosen these Cookies and has taken steps to ensure that your privacy is protected and respected at all times.
30. All Cookies used by this Website are used in accordance with current UK and EU Cookie Law.

31. Before the Website places Cookies on your computer, you will be presented with a message bar requesting your consent to set those Cookies. By giving your consent to the placing of Cookies, you are enabling us to provide a better experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of the Website may not function fully or as intended.
32. This Website may place the following Cookies:

Type of Cookie	Purpose
Strictly necessary cookies	These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.
Analytical/performance cookies	They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
Functionality cookies	These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region). By using the Website, you agree to our placement of functionality cookie.

33. You can find a list of Cookies that we use in the Cookies Schedule.
34. You can choose to enable or disable Cookies in your internet browser. By default, most internet browsers accept Cookies, but this can be changed. For further details, please see the help menu in your internet browser. You can switch off Cookies at any time, however, you may lose any information that enables you to access the Website more quickly and efficiently.
35. You can choose to delete Cookies at any time; however, you may lose any information that enables you to access the Website more quickly and efficiently including, but not limited to, personalisation settings.
36. It is recommended that you ensure that your internet browser is up-to-date and that you consult the help and guidance provided by the developer of your internet browser if you are unsure about adjusting your privacy settings.
37. For more information generally on cookies, including how to disable them, please refer to [aboutcookies.org](http://aboutcookies.org). You will also find details on how to delete cookies from your computer.

## General

38. You may not transfer any of your rights under this Privacy Policy to any other person. We may transfer our rights under this Privacy Policy where we reasonably believe your rights will not be affected.
39. If any court or competent authority finds that any provision of this Privacy Policy (or part of any provision) is invalid, illegal, or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this Privacy Policy will not be affected.



40. Unless otherwise agreed, no delay, act, or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.
41. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

### **Changes to This Privacy Policy**

42. We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page. We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update the "effective date" at the top of this Privacy Policy. You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.
43. You may contact BoothNine Event Media by email at [hello@boothnine.com](mailto:hello@boothnine.com) or telephone number +447506284590.

### Cookie Schedule

Below is a list of the cookies that we use. We have tried to ensure this is complete and up to date, but if you think that we have missed a cookie or there is any discrepancy, please let us know.

#### Strictly necessary

We use the following strictly necessary cookies:

Description	Purpose
INGRESSCOOKIE	an essential cookie for delivering core functionalities, not collecting or storing any personally identifiable information (PII), used for session / load balancing and other core functionalities
wpl* or wpv*	essential cookies for delivering functionalities related to our funnels (progress throughout the funnels). Not collecting PII
platform-popup-*	essential cookies related to the use of popups (popup settings, etc). Not collecting PII
_csrfToken	essential cookie for security purposes, not collecting any PII

#### Analytical/Performance

We use the following analytical/performance cookies:

Description	Purpose
tmdp_stats	cookie used for anonymous data collection. No PII is collected. You can opt-out of this anonymous statistics collection