

# PRIVACY POLICY

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Please read our Privacy Policy carefully so that you can understand how we collect, use and disclose the personal information that you provide to us.

By accessing this website and registration portal, you accept all the terms and conditions of this Privacy Policy. In particular, by submitting your personal data to us, you will be deemed to have given your permission for use and disclosures referred to herein.

If you do not agree with the terms and conditions of this Privacy Policy, you must immediately cease using and accessing this website.

## WHAT DOES OUR PRIVACY POLICY COVER?

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This Privacy Policy covers our use and disclosure of your personal information, which is collected through or in connection with this website. For the purposes of this Privacy Policy, “this website” means all the web pages and sub-domains related to the site [www.bmanualcorporatecompliance.com](http://www.bmanualcorporatecompliance.com) excluding any links to third party sites, and all mobile applications.

## WHO IS RESPONSIBLE FOR THE PERSONAL INFORMATION COLLECTED?

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Sterling Event Group Limited whose registered office is Unit 1b & 2 Ringway Trading Estate, Shadowmoss Road, Manchester, M22 5LH controls the personal data collected on this website.

The Data Protection Officer, Jessica Baynes (Director) is responsible for the handling of any data access requests and is contactable at [GDPR@sterlingeventgroup.co.uk](mailto:GDPR@sterlingeventgroup.co.uk) or on +44161 436 4444.

Special Notice – if you are under 18 years old Sterling Event Group Limited does not intentionally collect personal data. If you are under 18 years old please do not send us your personal information (for example, your name, address and email address). If you are under 18 years old and you wish to ask a question or use this website in anyway which requires you to submit your personal information please get your parent or guardian to do so on your behalf.

## INFORMATION COLLECTION & USE

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### HOW IS YOUR INFORMATION USED?

We collect and use personal information (including name, address, job title, telephone number and email address) in order to:

- respond to queries or requests submitted by you
- process orders or applications submitted by you

- administer our obligations in relation to any agreement you have with us
- anticipate and resolve any problems with any services supplied to you
- improve the features of products and services
- as part of the products or services offered to you through our website, the information you provide to us may be transferred to countries outside of the EU.

In addition, if you use our services while you are outside of Europe, your information may be transferred outside of Europe in order to provide you with those services.

The information provided to us while using our systems is used solely for the purpose of facilitating the running of that service. Your data may also be used in order for us to analyse trends and statistics to enable us to improve our service to you. Sterling Event Group Limited will not use your data for any promotional marketing purposes.

## **WHO HAS ACCESS TO YOUR INFORMATION?**

Sterling Event Group does not share your data with anyone who does not need it in order to facilitate the services we are delivering to you.

## **IS MY DATA SHARED?**

Your data will be shared with the stated 'Event Organiser' which is required in order to fulfil your expectation of our services. For example, your name, job title and contact information may be shared with the Event Organiser to facilitate the delivery of additional services for the live streamed event such as gift boxes or interactive games, as well as informing them of relevant attendance figures and data. If you would like to know more information about the Event Organiser information or the data we hold on you for these purposes, please use the contact information below.

If you find personal information you have submitted to our website present on a Third-Party Website, please notify us as soon as possible using the contact details below. Sterling Event Group Limited denies all liability for personal information which you submitted through our website which might have been saved by Third-Party Websites such as search engines, spambots or any malware automators.

## **INTELLECTUAL PROPERTY**

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The content of this website is protected by the copyright, trademarks, database rights and other intellectual property rights of Sterling Event Group Limited. The content of this website may be copied for the purpose of viewing but may not be permanently stored or copied for further distribution or any commercial purpose. The trademarks and images used on this website are protected by intellectual property law and may not be reproduced or appropriated, in whole or part, in any format, without the written permission of the relevant owner.

## THE USE OF COOKIES

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We may store some information (commonly known as a “cookie”) on your computer when you look at our website. We are able to read these cookies for information purposes when you revisit our website.

The type of information we collect as a result of a cookie being accepted by you is specific to your computer and includes the IP address, the date and time the computer visited the website, what parts of our website were looked at and whether the web pages requested were delivered successfully. This information is anonymous; it represents a computer rather than a person.

We use the cookie information to improve our knowledge of the use of our website and to enable us to be able to ascertain whether the website is operating at an optimal level.

You can erase or block this information by changing the settings on your computer or mobile device. If you do erase or block this information you may not be able to utilise some features of the website.

For further information please read our Cookie Policy located on our primary website [www.sterlingeventgroup.co.uk](http://www.sterlingeventgroup.co.uk).

## EMAIL & FEEDBACK FACILITIES

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If at any time this website offers any email or feedback facilities, we may collect the information, which you disclose. Such information will be used in accordance with this Privacy Policy.

## LIMITATION AND EXCLUSION OF LIABILITY

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Although Sterling Event Group Limited takes reasonable care to ensure that information on this website is accurate when posted, Sterling Event Group Limited does not warrant or represent that the information is accurate, complete or current.

Sterling Event Group Limited does not accept liability for any errors or omissions in any information contained on this website or for any loss or damages of any kind arising from access to, use of or reliance on any such information. Sterling Event Group Limited does not warrant that the use of this website will be uninterrupted, without delay or free from errors, omissions or viruses

## SECURITY OF YOUR PERSONAL DATA

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We have implemented technology and policies with the objective of protecting your privacy from unauthorised access and improper use and will update these measures as new technology becomes available, as appropriate.

We cannot be responsible for the privacy policies and practices of other websites even if:

- you accessed the third party website using links from our website or;
- you linked to our website from a third party website.

- we recommend that you check the policy of each site you visit and contact the owner or operator of such website if you have any concerns or questions.

## THIRD PARTY OPEN SOURCE CODE, APIS & LIBRARIES

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Sterling Event Group Limited may make use of Third Party Open Source Code, APIs & Libraries, in which case the accreditation and copyright to the authors is attached below for each respective platform:

- Android Third Party Copyrights
- iOS Third Party Copyrights

## WILL THIS PRIVACY POLICY CHANGE?

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From time to time we may make changes to this Privacy Policy. If we make any substantial changes to this Privacy Policy and the way in which we use your personal data we will post these changes on this page and will do our best to notify you of any significant changes. Please check our Privacy Policy on a regular basis.

## HOW YOU CAN CONTACT US

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If you would like to contact Sterling Event Group Limited about our Privacy Policy and other GDPR related policies and procedures, you can do so by emailing:

[GDPR@sterlingeventgroup.co.uk](mailto:GDPR@sterlingeventgroup.co.uk)

Any Data Request Forms outlined in our policies can be obtained by emailing

[GDPR@sterlingeventgroup.co.uk](mailto:GDPR@sterlingeventgroup.co.uk) or calling +44161 436 4444.



TECHNICAL SUPPORT FOR EVENT ORGANISERS  
[www.sterlingeventgroup.co.uk](http://www.sterlingeventgroup.co.uk)