

COCKTAILHIRE

Data Protection Statement

1. Purpose

This statement outlines how Cocktailhire protects personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Data we handle

- Client contact details
- Event details
- Supplier information
- Staff and contractor information

3. Lawful processing

Personal data is processed on the basis of:

- Contractual necessity
- Legal obligation
- Legitimate business interests
- Consent (where applicable)

4. Data security measures

- Secure storage of digital and physical records
- Restricted access to personal data
- Use of password-protected systems
- Secure disposal of data when no longer required

5. Data retention

Personal data is retained only for as long as necessary and in accordance with legal requirements.

6. Data breach management

Any suspected data breach is assessed promptly and reported to the ICO where required.

7. Data subject rights

Individuals have the right to access, rectify, erase, or restrict processing of their personal data.

8. Review

Reviewed annually or following regulatory updates.