**Introduction**

**LAST UPDATED: February, 2022**

This is the Privacy Notice of PGS Team, whose head office is located at 4 Bluebell Court, Franche Road, Wolverley, Worcestershire, DY11 5TP

1. **IMPORTANT NOTICE**

PGS Team provide services that are designed to help our customers with speakers and total conference and event solutions (collectively “Services”).

PGS Team respects your privacy. This Privacy Notice sets out how PGS Team collects and processes your personal data when you access and use our Services, including the site [www.pgs-team.co.uk](http://www.pgs-team.co.uk). This Privacy Notice also provides certain information that is legally required and details your rights in relation to your personal data under applicable law.

We may amend this Privacy Notice from time to time. We encourage you to check our Privacy Notice regularly to understand how we may process your Personal Data.

1. **INFORMATION ABOUT PERSONAL DATA PROCESSING**

**2.1. Personal Data**

This Privacy Notice relates to data about you and your interaction with our Services. “Personal Data” is information that can be used to identify you, directly or indirectly, alone, or together with other information. Personal Data includes such things as your full name, email address, phone number, precise location, device IDs, and certain cookie and network identifiers. PGS Team collects, uses, and discloses Personal Data as outlined in this Privacy Policy, including to operate and improve the Services and our business; for advertising and marketing; and to provide you with our Services.

**2.2. How We Collect Personal Data**

When you register for an account or interact with or utilise our Products or Services.

We collect Personal Data when you use or interact with our Site and Services, including when you contact us, or make purchases from us. This Personal Data may include name, address, phone number, email address, location data, and payment information.

When you communicate with us at www.pgs-team.co.uk - the site has been constructed using www.wix.com (details of their Data protection and use policies follow below).

Wix Third Party Services:

Sharing personal information with third parties

Wix may share your Personal Information with third parties (or otherwise allow them access to it) only in the following manners and instances:

1. Third Party Services:

Wix has partnered with a number of selected service providers, whose services and solutions complement, facilitate and enhance our own. These include hosting and server co-location services, communications and content delivery networks (CDNs), data and cyber security services, billing and payment processing services, domain name registrars, fraud detection and prevention services, web analytics, e-mail distribution and monitoring services, session recording and remote access services, performance measurement, data optimisation and marketing services, content providers, and our legal and financial advisors (collectively, “Third Party Service(s)”).

Such Third Party Services may receive or otherwise have access to our Visitors’ and Users’ Personal Information and/or Users-of-Users’ Personal Information, in its entirety or in part – depending on each of their particular roles and purposes in facilitating and enhancing our Services and business, and may only use it for such purposes.

Note that while our Services may contain links to other websites or services, we are not responsible for such websites’ or services’ privacy practices. We encourage you to be aware when you leave our Services and read the privacy statements of each and every website and service you visit before providing your Personal Information. This Privacy Policy does not apply to such linked third -party websites and services.

Wix is accountable for Personal Information that it receives under the Privacy Shield and subsequently transfers to a third party as described in the Privacy Shield Principles. In particular, Wix remains responsible and liable under the Privacy Shield Principles if third-party agents that it engages to process the Personal Information on its behalf do so in a manner inconsistent with the Principles, unless Wix proves that it is not responsible for the event giving rise to the damage.

We may share the information of our visitors, users and their users-of-users with various third parties, including certain service providers, law enforcement officials and application developers.

The information may be shared solely in accordance with this policy.

2. Law Enforcement, Legal Requests and Duties:

Where permitted by local data protection laws, Wix may disclose or otherwise allow others access to your Personal Information 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 good faith belief that the law requires us to do so, with or without notice to you.

3. Protecting Rights and Safety:

Wix may share your Personal Information with others if we believe in good faith that this will help protect the rights, property or personal safety of Wix, any of our Users, any Users-of-Users, or any member of the general public, with or without notice to you.

4. Social Media Features and Framed Pages:

Our Services include certain Social Media features and widgets,  single sign on features, such as the “Facebook Connect” or “Google Sign-in”, the “Facebook Like” button, the “Share this” button or other interactive mini-programs (“Social Media Features”).These Social Media Features may collect information such as your IP address or which page you are visiting on our Website, and may set a cookie to enable them to function properly. Social Media Features are either hosted by a third party or hosted directly on our Services. Your interactions with these third parties’ Social Media Features are governed by their policies and not ours.

In addition, our Services may enable you to share your Personal Information with third parties directly, such as via page framing techniques to serve content to or from Third Party Services or other parties, while preserving the look and feel of our Website and Services (“Frames”). Please be aware that if you choose to interact or share any Personal Information via such Frames, you are in fact providing it to these third parties and not to us, and such interactions and sharing too are governed by such third parties’ policies and not ours.

5. App Market Developers:

As part of our App Market program, we allow third party developers (“Third Party Developer(s)”) to develop and offer their own applications via the Wix App Market (“Third Party App(s)”), in conjunction with Wix.

Each Third Party Developer is bound by the [Wix App Market – Partner Program Agreement](http://dev.wix.com/docs/publish/partners-agreement), which among others, contains restrictions on how they may access, store and use the Non-personal and Personal Information you and/or your Users-of-Users provide them or us. We encourage you to review any privacy policy accompanying a Third Party App and ask Third Party Developers for any clarifications you may need before deciding to install and use their Third Party App. Wix does not control and is not responsible for the actions or policies of any Third Party Developers, and your use of any Third Party App is at your own risk.

6. WixHive API:

By installing certain Wix Apps and/or Third Party Apps, you also allow their respective provider to share and/or access certain Non-personal and Personal Information regarding you and/or your Users-of-Users, via the “WixHive” API. Such information includes, among others, contact details, messages, business applications and certain activities on the Services and/or User Website, which are stored and thereafter accessible via your User Account. For further details regarding the Personal Information that may be collected and shared via the WixHive API, please see the [Wix App Market Terms of Use.](https://www.wix.com/about/app-market-terms)

In order to further protect your and your Users-of-Users’ privacy, we contractually prohibit all Third Party Developers from combining Personal Information collected across different User Websites and Services, and from sharing Users-of-Users’ Personal Information other than with other Apps installed on the same User Website or Services, for the purposes of such specific User Website or Services. Wix however may still access and use information collected and stored via the WixHive API across different User Websites and Apps, as necessary for providing and improving its Services.

You are solely responsible for notifying your Users-of-Users of the collection, processing and use of their Personal Information via the WixHive API and informing them that their Personal Information will be transferred to and processed by Wix on your behalf.

To prevent the collection or sharing of Personal Information via the WixHive API, you may either avoid installing Apps to your User Website, revoke the permissions granted to Apps you do install, or simply uninstall them. You should note however that previously-installed Apps may still retain certain information that was collected prior to the revocation, so if you wish such information to be deleted, we suggest that you contact Wix or the Third Party Developer directly and request them to do so.

7. Wix Subsidiaries and Affiliated Companies:

We may share Personal Information internally within our family of companies, for the purposes described in this Privacy Policy. For example, we may share your Personal Information with Wix.com Inc., our US-based subsidiary, in the course of facilitating and providing you (and your Users-of-Users) with our Services. In addition, should Wix or any of its affiliates undergo any change in control, including by means of merger, acquisition or purchase of substantially all of its assets, your Personal Information may be shared with the parties involved in such event. If we have good faith that such change in control might materially affect your Personal Information stored with us, we will notify you via e-mail and/or prominent notice on our Website of this event and certain choices you may have regarding your Personal Information.

Sharing of Personal Information from Wix subsidiaries and affiliated companies in the European Union and Switzerland to Wix’ United States subsidiary, adheres to the EU-US and Swiss-US Privacy Shield frameworks.

To clarify, Wix may share your Personal Information in manners other than as described above, pursuant to your explicit approval, or if we are legally obligated to do so. Moreover, Wix may transfer, share, disclose or otherwise use Non-personal Information in its sole discretion and without the need for further approval.

2. Questions and Complaints

If you have any questions or concerns about our collection, use or disclosure of Personal Information, or if you believe we have not complied with this Privacy Policy or applicable data protection laws, please contact us – our details are set out at the end of this Privacy Policy.

Our Data Protection Officer team will investigate the complaint and determine whether a breach has occurred and what action, if any, to take.

We take every privacy complaint seriously and will make all reasonable efforts to resolve your complaint promptly.  Our target response time is 30 days.

We expect our procedures will deal fairly and promptly with your complaint. However, if you remain dissatisfied, you can also make a complaint with your local supervisory authority for data protection.

You can file a complaint with your local supervisory authority for data protection at any time, however we recommend that you contact us first so we can try to resolve it.

You can file a complaint with your local supervisory authority for data protection at any time.  Please contact us first so we can try to resolve your concerns.

3. Data Retention

We may retain your Personal Information (as well as your Users-of-Users’ Information) for as long as your User Account is active, as indicated in this Privacy Policy or as otherwise needed to provide you with our Services.

We may continue to retain such Personal Information even after you deactivate your User Account and/or cease to use any particular Services, as reasonably necessary to comply with our legal obligations, to resolve disputes regarding our Users or their Users-of-Users, prevent fraud and abuse, enforce our agreements and/or protect our legitimate interests.

We maintain a data retention policy which we apply to information in our care. Where your Personal Information is no longer required we will ensure it is securely deleted.

We may keep your information for as long as your account is active, and longer as needed (for example, if we are legally obligated to keep it longer, or need it to protect our interests).

4. Security

Wix has implemented security measures designed to protect the Personal Information you share with us, including physical, electronic and procedural measures. Among other things, we offer HTTPS secure access to most areas on our Services; the transmission of sensitive payment information (such as a credit card number) through our designated purchase forms is protected by an industry standard SSL/TLS encrypted connection; and we regularly maintain a PCI DSS (Payment Card Industry Data Security Standards) certification. We also regularly monitor our systems for possible vulnerabilities and attacks, and regularly seek new ways and Third Party Services for further enhancing the security of our Services and protection of our Visitors’ and Users’ privacy.

Regardless of the measures and efforts taken by Wix, we cannot and do not guarantee the absolute protection and security of your Personal Information, your Users-of-Users’ Information or any other User Content you upload, publish or otherwise share with Wix or anyone else.

We therefore encourage you to set strong passwords for your User Account and User Website, and avoid providing us or anyone with any sensitive information of which you believe its disclosure could cause you substantial or irreparable harm. Furthermore, because certain areas on our Services are less secure than others (for example, if you set your Support forum ticket to be “Public” instead of “Private”, or if you browse to a non-SSL page), and since e-mail and instant messaging are not recognised as secure forms of communications, we request and encourage you not to share any Personal Information on any of these areas or via any of these methods.

If you have any questions regarding the security of our Services, you are welcome to contact us at [privacy@wix.com](mailto:privacy@wix.com).

Users Under 16 Years of Age

We do not knowingly collect Personal Data from individuals under 16 years without parental consent. If you become aware that an individual under 16 years of age has provided us with Personal Data without parental consent, please contact us at [kevin@pgs-team.co.uk](mailto:kevin@pgs-team.co.uk). If we become aware that an individual under 16 has provided us with Personal Data without parental consent, we will take steps to remove the data as permitted by law.

**2.3. How We Disclose Personal Data**

We may disclose your Personal Data as described in this Privacy Notice, including:

o  To Affiliates and Partners.

With companies or ventures that are owned or controlled by

PGS Team, and internally within PGS Team, in order to provide and improve Services, for marketing purposes, for advertising, and for analytics.

o  To Service Providers and Vendors.

With business partners, marketing partners, and vendors to provide, improve, and personalise the Services.

o  For Advertising and Marketing.

With advertising and marketing partners for advertising and marketing purposes on PGS Team behalf and on behalf of third parties.

o  For Certain Analytics and Improvement.

With certain companies for purposes of analytics and improvement of the Services.

o  For Legal Compliance, Law Enforcement, and Public Safety Purposes

As permitted by law, with law enforcement, government or regulatory bodies, lawful authorities, or other authorised third parties in order to comply with laws, regulators, court orders, or other legal obligations or to assist in an investigation, to protect and defend our rights and property, or the rights or safety of third parties, to enforce our Terms of Use, this Privacy Notice, or agreements with third parties, or for crime-prevention purposes.

o  Actual or Contemplated Sale, Acquisition, or Reorganisation.

In connection with a contemplated reorganisation or an actual reorganisation of our business, in connection with financing, a sale, acquisition or other transaction involving the disposal of all or part of our business or assets, including for the purpose of permitting the due diligence required to decide whether to proceed with a transaction.

1. **LEGAL BASIS FOR PROCESSING**

We collect and process your personal data for a variety of different purposes which are set out in further detail below.

In some rare cases, we will ask for your consent so that we may process your Personal Data. However, in certain circumstances, applicable data protection laws allow us to process your Personal Data without needing to obtain your consent.

**3.1. Processing Personal Data Where Consent Not Obtained**

In certain cases, separate consent is not required, including:

o  For the performance of a contract.

To perform our contractual obligations to you, including our fulfilling orders or purchases you have made, contacting you in relation to any issues with your order or use of the Services, in relation to the provision of the Services, or where we need to provide your Personal Data to our service providers related to the provision of the Services.

o  To comply with legal obligations.

To comply with laws, regulators, court orders, or other legal obligations, or pursuant to legal process.

o  Legitimate Interests.

To operate our business and provide the Services, other than in performing our contractual obligations to you for PGS Team “legitimate interests” for the purposes of applicable law, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data. Legitimate interests may include:

o  To communicate with you regarding the Services, including to provide you important notices regarding changes to our terms and to address and respond to your requests, inquiries, and complaints.

o  To advise and inform you of changes to products and services, this may include price changes and other information that PGS Team feel would be of legitimate interest to you.

o  To send you surveys in connection with our Services.

o  To assist in the investigation of suspected illegal or wrongful activity, and to protect and defend our rights and property, or the rights or safety of third parties.

o  To develop, provide, and improve our Services.

* To enforce our Terms of Use or this Privacy Notice, or agreements with third parties.

**3.2. Matters That May Require Consent**

In cases where we are not already authorised to process the Personal Data under applicable law or legitimate interest, we may ask for your consent to process your Personal Data, including:

o  Marketing

We may ask for your consent to contact you by telephone, SMS, post and/or email about other offers, products, promotions, developments or services which we think may be of interest to you and for other marketing purposes.

o  Research

We may ask for your consent to use your Personal Data for research purposes.

o  Use of Cookies

The Site uses cookies to improve user experience.

A “cookie” is a small text file that a web server stores in browser software. A browser sends cookies to a server when the browser makes a connection to the server (for example, when requesting a web page from the same domain that created the cookie). The purpose of cookies is to remember the browser over time and distinguish one browser instance (or user) from all others. Some cookies and other technologies may serve to recall Personal Data previously indicated by a web user. Most browsers allow you to control cookies, including whether or not to accept them, and how to remove them. Cookies can remember login information, preferences, and shopping cart contents. Other cookies, often placed by our partners or other third parties, are used for analytics, marketing, or advertising.

Cookies, as well as other tracking technologies, such as HTML5 local storage, Local Shared Objects (such as “Flash” cookies), web beacons, and similar mechanisms, may record information such as Internet domain and host names; Internet protocol (IP) addresses; browser software and operating system types; clickstream patterns; and dates and times that our Site is accessed.

Cookies used for analytics may use non-Personal Data that is not directly linked to you. We use analytics technologies to improve our Site and Services.

Users are advised that if they wish to deny the use and saving of cookies from the Site on to their computer’s hard drive, they should take necessary steps within their web browser’s settings to block all cookies from the Site and its external serving vendors. Please note that if you choose to erase or block your cookies, you will need to re-enter your original user ID and password to gain access to certain parts of the Site. For information on how to disable cookies, refer to your browser’s documentation.

**3.3. Withdrawing Your Consent**

You may at any time withdraw the consent you provide for the processing of your Personal Data for the purposes set forth in this Privacy Notice by contacting us at [kevin@pgs-team.co.uk](mailto:kevin@pgs-team.co.uk) provided that we are not required by applicable law or professional standards to retain such information.

If you want to stop receiving future marketing messages and materials, you can do so by clicking the “unsubscribe” link included in our email marketing messages or by emailing [kevin@pgs-team.co.uk](mailto:kevin@pgs-team.co.uk).

1. **DATA RETENTION**

We will retain your Personal Data for as long as long as you maintain an account or as otherwise necessary to provide you the Services. We will also retain your Personal Data as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

Where we no longer need to process your Personal Data for the purposes set out in this Privacy Notice, we will delete your Personal Data from our systems.

Where permissible, we will also delete your Personal Data upon your request, as further described in the Data Subject Access, Modification, and Deletion Rights section of this Privacy Notice.

1. **5 SOCIAL NETWORK WIDGETS**

Our Site may include social network sharing widgets that may provide information to their associated social networks or third-parties about your interactions with our web pages that you visit, even if you do not click on or otherwise interact with the plug-in or widget. Information is transmitted from your browser and may include an identifier assigned by the social network or third party, information about your browser type, operating system, device type, IP address, and the URL of the web page where widget appears. If you use social network tools or visit social networking sites, you should read their privacy disclosures, to learn what information they collect, use, and share.

1. **WHY WE COLLECT AND PROCESS YOUR PERSONAL DATA**

We need to process certain of your Personal Data in order to fulfil our contractual obligations to you and to provide you with the Services.

Where we ask for your consent to process your Personal Data, you have the right to withdraw such consent as described in this Privacy Notice. Please note, however, we may be unable to provide you certain Services that require the use of Personal Data.

Please note that even where your consent would otherwise be required, we may nevertheless process your Personal Data in accordance with our legitimate interests under applicable law, as described in this Privacy Notice.

1. **TRANSFER AND STORAGE OF PERSONAL DATA**

PGS Team use services that may store data outside the EEU and may be stored on servers in the United States. PGS Team ensure that any data stored on a service and or shared with a supplier hosted in the United States are compliant with the Privacy Shield framework recognised by the EU. In general, PGS Team ensure that data is stored in the EU and that suitable security measures are put in place to protect data in line with PGS Team Security Policy that can be made available on request.

By using our Services and/or submitting your Personal Data, you agree to the transfer, storage, and/or processing of your Personal Data in the United States.

1. **DATA SUBJECT ACCESS, MODIFICATION, AND DELETION RIGHTS**

You have the right in certain circumstances to request confirmation from us as to whether or not we are processing your Personal Data. Where we are processing your Personal Data, you also have the right to request access to, modification of, or deletion of such Personal Data.

You have the right in certain circumstances to receive the Personal Data concerning you that you provided to us and have the right in certain circumstances to transmit such data to another controller.

To exercise your rights with respect to your Personal Data, please contact us at [kevin@pgs-team.co.uk](mailto:kevin@pgs-team.co.uk) . As permitted by law, certain data elements may not be subject to access, modification, and/or deletion. Furthermore, we may exercise the right to charge for this service if the request is considered to be excessive or un founded. PGS Team will respond to reasonable requests as soon as practicable and as required by law.

1. **RIGHT TO LODGE A COMPLAINT WITH A SUPERVISORY AUTHORITY**

You may have a right to lodge a complaint with a supervisory authority, The ICO details of which can be found on https://ico.org.uk/global/contact-us/

1. **SECURITY SAFEGUARDS AND LINKS TO OTHER WEBSITES**

We implement appropriate technical and organisational safeguards to protect against unauthorised or unlawful processing of Personal Data and against the accidental loss, destruction, or damage of Personal Data. Please be advised, however, that we cannot fully eliminate security risks associated with the storage and transmission of Personal Data.

This Privacy Notice only applies to our Site. Our Site or Services may provide a link or otherwise provide access to another website, mobile application, or Internet location (collectively **“Third-Party Sites”**). We provide these links merely for your convenience. We have no control over, do not review, and are not responsible for Third-Party Sites, their content, or any goods or services available through the Third-Party Sites. Our Privacy Policy does not apply to Third-Party Sites, and any data you provide to Third-Party Sites, you provide at your own risk. We encourage you to review the privacy policies of any Third-Party Sites with which you choose to interact.

1. **CONTACT US**

For questions regarding this Privacy Notice, please contact us at [kevin@pgs-team.co.uk](mailto:kevin@pgs-team.co.uk)