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[www.stage-two.co.uk](http://www.stage-two.co.uk)

**Equipment and facilities to communicate, motivate or entertain, whatever the event.**

## Privacy Statement

Your privacy is important to us. The Stage Two Privacy Policy describes what data we collect from you, the purpose for collecting the data, how we share, process, and manage your Personal Data, and your rights associated with your data.

This Privacy Policy applies to [www.stage-two.co.uk](http://www.stage-two.co.uk) and all communication between you (the customer) and Stage Two. It explains how we collect information from customers of Stage Two, and how we use such information. Your use of Stage Two constitutes your acceptance of this Privacy Policy. Please also read our Terms of Use. If you do not agree with the terms of this Privacy Policy or our Terms and Conditions, we thank you for your business but regret you should stop using or visiting Stage Two Ltd.

### 1. The Information We Collect and Use

Stage Two collects Personal Data that you voluntarily provide us with, when you make an enquiry or hire equipment or services. If you wish you can also provide information if you sign up for email newsletters. Personal Data may contain your name, email, contact telephone number, your address, as well positive identification (Driving licence or passport) for collection of hires on a Cash and Carry basis.

Stage Two collects billing information when processing payment on purchases or hire of equipment and services, including the use of payment processing. If a Credit Card is used for the deposit for Cash and Carry hires it will be stored securely and returned to the hirer at the end of the hire.

Stage Two may place a "cookie" and on your computer when you visit the website.

There is a simple procedure in most browsers that allows you to deny, accept or delete cookies. In European Union and EEA countries, you must voluntarily consent to cookies before using the Stage Two website.

Stage Two may also obtain information about you through third party sources as permitted by applicable law, such as public databases, social media platforms – where we are contacted directly through social media, and marketing partners.

## **2. How Stage Two Uses Your Data**

To create an account for you for which equipment hires are stored against to allow ease of re hiring.

To use data and content about users for communications and promotions which Stage Two feel may be of interest to the client.

Stage two will not share or sell your Personally Identifiable Information to third parties. However, if disclosure is required by law or as part of a lawsuit or government investigation or proceedings, or in order to permit us to exercise or preserve our legal rights or take action regarding potentially illegal activities or to protect the safety of any person Personally Identifiable this will be shared.

Stage Two reserves the right, but has no obligation, to monitor information, comments or other content that you voluntarily disclose and post to our website or our social media accounts. Stage Two reserves the right to remove any such information or material for any reason or no reason, including without limitation, if in our sole opinion such information or material violates, or may violate, any applicable law or the Terms of Use or to protect or defend our rights or property or those of any third party. Stage Two also reserves the right to remove information upon the request of any third party.

## **3. How Stage Two shares information?**

Stage two will not share or sell your Personally Identifiable Information to third parties. However, if disclosure is required by law or as part of a lawsuit or government investigation or proceedings, or in order to permit us to exercise or preserve our legal rights or take action regarding potentially illegal activities or to protect the safety of any person Personally Identifiable this will be shared.

## **4. Data Retention**

Stage Two retains personally identifiable information for the maximum period allowable by law, where there is a reasonable business need or legitimate interest to retain such data. You may contact us at [info@stage-two.co.uk](mailto:info@stage-two.co.uk) if at any time you would like to see the Personally Identifiable Information we hold about you, or to ask us to correct or update this information, or to ask us to delete it. Please contact us if you have questions or wish to take any action with respect to information to which this Privacy Policy applies.

## **5. Additional Rights, Rules, And Provisions For European Economic Area Users**

If you are the resident of a country in the EEA, you may have additional privacy rights available to you under applicable laws. We will process your requests in accordance with applicable data protection laws.

Right not to provide or withdraw consent: you have the right not to provide or withdraw your consent at any time.

Right of access: you may have the right to access the Personal Data that you provided Us.

Right of erasure: you may have the right to the erasure of Personal Data that we hold about you.

Right to object to processing: you may have the right to request that Stage Two stop processing your Personal Data and/or to stop sending you marketing communications.

Right to rectification: you may have the right to require Stage Two to correct any of your Personal Data.

The right to lodge a complaint with a supervisory authority if you feel the above conditions aren't being met.

To make such requests regarding your personal data, please email the customer success team at [info@stage-two.co.uk](mailto:info@stage-two.co.uk) with the term "privacy" in the subject line. Please contact us if you have questions or wish to take any action with respect to information to which this Privacy Policy applies (see below for contact information).

Stage Two is an Audio Visual Company providing the hire, purchase, installation and servicing of audio visual equipment to private individuals, businesses, government and educational organisations. By choosing to provide Stage Two with your personal information in order to confirm a hire, you are giving explicit consent to the processing of this personal data for purposes referenced in this privacy policy.

## **6. Security of Your Data**

Stage Two is committed to protecting the security of your Personal Data and to help protect your personal data from unauthorised access, use, or disclosure. We attempt to follow policies and procedures that will protect against unauthorised access to your personally identifiable information. However, no amount of measures are 100% secure, and you provide information to us at your own risk.

## **7. How To Contact Us**

You may contact Stage Two regarding our privacy practices at the following address:

Stage Two Ltd  
Po Box 1564  
Hemel Hempstead  
Hertfordshire  
HP2 4YJ

## **8. Changes To The Privacy Policy**

This Privacy Policy is effective as of 25<sup>th</sup> May, 2018. Stage Two Ltd reserves the right to change this Privacy Policy at any time without notice.