## **Privacy policy**

This privacy policy sets out how Vogue Events London uses and protects any information that you give Vogue Events London when you use this website.

Vogue Events London is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Vogue Events London may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 31st May 2012. What we collect We may collect the following information: •name •contact information including email address •demographic information such as address and postcode

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons: •Internal record keeping. •We may use the information to improve our products and services. •We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided. •From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests.

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. Data Protection

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to the above address.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

Our website gathers visitor statistics from Google Analytics. If you wish to opt out of allowing Google Analytics from collecting statistical information from your web browser please click here.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

If you wish to alter your cookie settings, by going to your browsers settings, below are short instructions for how to do this in the four most popular browsers:

Microsoft Internet Explorer Click the 'Tools' icon in the top right hand corner and select 'Internet options'. In the pop up window select the 'Privacy' tab. From here you can adjust your cookie settings.

Google Chrome Click the spanner in the top right hand corner and select 'Settings'. From here select 'Under the hood' and change the settings under 'Privacy'.

Mozilla Firefox From the drop down menu in the top left hand corner select 'Options'. In the pop up window select the 'Privacy' tab. From here you can adjust your cookie settings. Safari From the settings drop down menu in the top right hand corner select 'Preferences'. Select the 'Security' tab and from here you can adjust your cookie settings.

To find out more about how to delete cookies please go to

http://www.bbc.co.uk/webwise/guides/about-cookies