



## **Privacy Policy**

At Ibiza OrgaNICE we understand that we have a responsibility to respect and protect your privacy and look after your personal data. In this Privacy Policy we explain what personal data we collect, how we use your personal data, reasons we may need to disclose your personal data to others and how we store your personal data securely.

Please note that Ibiza OrgaNICE may be both data controller and data processor for your personal data under certain circumstances.

### **Who are we?**

Ibiza OrgaNICE an organizing agency for corporate groups visiting Ibiza, based in Ibiza with correspondence address at Avenida Ignacio Wallis 27-1, 07800 Eivissa, Ibiza, Balearic Islands, Spain.

### **How the law protects you**

Data protection laws state that we are only able to process personal data if we have valid reasons to do so. The basis for processing your personal data includes your consent (by requesting information or our services), coming to an agreement of to be delivered services, to enable billing and remittance, and to contact you for customer service purposes.

### **How do we collect personal data from you?**

We receive information about you when you use our website, complete our online contact form, if you contact us by phone, email, or otherwise in respect of any of our services.

If you provide us with personal data about a third party (for example when confirming services with Ibiza OrgaNICE on behalf of your client), you warrant that you have obtained the express consent from this third party for the disclosure and use of their personal data.

### **What type of data do we collect from you?**

The personal data that we may collect from you may include your name, address, email address, phone numbers, ID details and IP addresses.

We may also keep details of your visits to our site.

We also retain records of your queries and correspondence, in the event you contact us.

### **How we store your data?**

Ibiza OrgaNICE is obliged to store your data in a register, which can at any time be accessed, modified or -on clients' request- deleted.

All information you provide to us is stored on our secured computers and in our secured business cloud. By providing your data to us, you agree to this storage. We will ensure that reasonable steps are taken to protect your data in accordance with this privacy notice.

As the transmission of information via the internet is not completely secure, we cannot guarantee the security of your data transmitted to our site and any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### **How do we use your data?**

We use information about you in the following ways:

- To process requests that you have submitted to us
- To provide you with services
- To comply with our contractual obligations we have with you
- To help us identify you and any accounts you hold with us
- To enable us to review, develop and improve the website and services
- To provide customer care, including responding to your requests if you contact us with a query
- To administer accounts, process payments and keep track of billing and payments
- To detect fraud and to make sure what you have told us is correct
- To carry out marketing and statistical analysis
- To review job applications
- To notify you about changes to our website and services
- Legal requirements by Spanish Authorities
- To provide you with information about services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes
- To inform you of service and price changes

### **Retention periods**

We will keep your personal data for the duration of the period you are a client of Ibiza OrgaNICE. We shall retain your data only for as long as necessary in accordance with applicable laws.

On the closure of your account, we may keep your data for up to 7 years after you have used our services. We may not be able to delete your data before this time due to our legal and/or accountancy obligations. We may also keep it for research or statistical purposes. We assure you that your personal data shall only be used for these purposes stated herein.

## **Who has access to your personal data?**

Only the employees of Ibiza OrgaNICE have access to your personal data. We process your data for administration, billing, support and the provision of services. Additionally, to provide user (client) and connection details for the service.

We work closely with a number of third parties (suppliers). These third parties may collect information about you including name, address, email address, phone numbers, ID details. Only for the purpose for the provision of services on our behalf.

For the avoidance of doubt, we do not and never shall sell your personal data to third parties for marketing or advertising purposes.

## **Your rights**

You have the right to object to our use of your personal data, or ask us to delete, remove or stop using it if there is no need for us to keep it. This is known as your right to be forgotten. There are legal and accountancy reasons why we will need to keep your data, but please do inform us if you think we are retaining or using your personal data incorrectly.

In preventing the use or processing of your personal data, it may delay or prevent us from fulfilling our contractual obligations to you. It may also mean that we shall be unable to provide our services or process the cancellation of your service.

You can view, edit or delete your personal data through emailing us at [nice@ibizaorganice.com](mailto:nice@ibizaorganice.com).

You have the right to ask us not to process your personal data for marketing purposes. If you choose not to receive marketing communications from us about our services, you will have the choice not to choose these by emailing us at [nice@ibizaorganice.com](mailto:nice@ibizaorganice.com).

You can change your marketing preferences at any time by emailing [nice@ibizaorganice.com](mailto:nice@ibizaorganice.com).

## **Accessing and updating your data**

You have the right to access the information we hold about you. Please email your requests to [nice@ibizaorganice.com](mailto:nice@ibizaorganice.com) so that we can obtain this information for you.

## **Use of cookies**

Our website doesn't use or contain cookies.

## **Links to other sites**

Ibiza OrgaNICE may provide links to third-party sites. Since we do not control these other websites, we encourage you to review the privacy policies of these third-party sites. Any information that is supplied on these sites will not be within our control and we cannot be responsible for the privacy policies and practices of these.

## **Liability**

We agree to take reasonable measures to protect your data in accordance with applicable laws.

## **Data Breaches**

In the event of a data breach, we shall ensure that our obligations under applicable data protection laws are complied with where necessary.

## **Changes**

We must advise that this policy is subject to change, so please check our website on a regular basis for any further changes.

## **Contact us**

Please e-mail any questions or comments you have about privacy to [nice@ibizaorganice.com](mailto:nice@ibizaorganice.com).