

REGENT BUSINESS & CAREERS EXPO

Privacy Notice

Effective Date: 9 September 2026

Last Updated: 9 September 2026

1. Who We Are

Regent Business & Careers Expo is organised by Regent Business Group Ltd, trading as Regent Business Club (“Regent”, “we”, “us” or “our”).

We are committed to protecting your personal information and handling it responsibly in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data Controller: Regent Business Group Ltd

Company Registration Number: 16078265

Registered Address: Suite 4, Foundry House, Widnes Business Park, Waterside Lane, Widnes, England, WA8 8GT

Privacy Contact Email: steph@regentbusinessclub.co.uk

2. What Information We Collect

We may collect and process the following personal information when you register for, exhibit at, sponsor, attend or otherwise engage with the Expo:

- Your name, job title, business or organisation name, email address and telephone number.
- Billing and payment-related information, where you make a booking or purchase.
- Details of the exhibition package, sponsorship or event services you have booked.
- Information you provide through registration forms, enquiries, surveys or correspondence.
- Accessibility requirements, dietary requirements or other information you choose to provide to help us accommodate your attendance.
- Photographs and video footage taken during the Event.
- Marketing preferences and records of communications with you.
- Technical information collected through our website or booking platform, where applicable.

We may also receive limited information from third-party ticketing or registration providers, such as Eventbrite, where you register through their services.

3. How We Use Your Information

We use personal information to:

- Process and administer exhibitor, sponsor and attendee bookings.
- Communicate important information about the Event, including confirmation, setup instructions and changes.
- Manage payments, invoicing and financial records.
- Respond to enquiries and provide customer support.
- Organise the Event safely and accommodate reasonable accessibility or other requirements.
- Promote the Event and participating businesses, where appropriate.
- Send relevant information about future Regent events, membership or services where we have a lawful basis to do so.
- Improve our events, services and attendee experience through feedback and surveys.
- Comply with legal, regulatory and accounting obligations.

4. Our Lawful Bases for Processing

Under UK data protection law, we rely on the following lawful bases where applicable:

Contract: Where processing is necessary to fulfil an exhibitor, sponsor or other booking agreement, or to take steps before entering into a contract.

Legitimate Interests: Where it is necessary for our legitimate business interests, such as organising the Event, responding to enquiries, improving our services, maintaining appropriate business records and promoting our activities, provided those interests are not overridden by your rights and freedoms.

Legal Obligation: Where we are required to retain or disclose information to comply with the law.

Consent: Where consent is required, including certain direct marketing activities or where we request your permission to use particular information.

Where we collect sensitive information, such as health-related accessibility requirements, we will only process it where we have an appropriate lawful basis and an additional condition under data protection law, such as your explicit consent where appropriate.

5. Marketing Communications

We may contact you with information about Regent Business Club, future events, membership opportunities or related business services where you have consented or where another lawful basis permits us to do so.

We will not assume that attending the Expo or providing your contact details automatically means you agree to receive marketing.

You can opt out of marketing communications at any time by using the unsubscribe link in an email or contacting us at [privacy email address].

6. Exhibitor and Sponsor Information

Where you book exhibition space or sponsorship, we may use your business name, logo, website, business description and relevant promotional materials to promote your participation in the Event.

We may include these details on the Event website, social media, printed materials, event signage or other promotional channels.

We will not sell your personal contact details to exhibitors, sponsors or other third parties.

7. Attendee Data and Exhibitor Lead Collection

Exhibitors may collect personal information directly from attendees through business cards, lead forms, QR codes, competitions, recruitment applications or other activities at their stands.

Where an exhibitor collects information directly, that exhibitor will normally act as an independent data controller and will be responsible for providing its own privacy information, establishing a lawful basis and complying with applicable data protection and marketing laws.

Regent is not responsible for an exhibitor's independent use of personal information collected directly by that exhibitor.

We will only share attendee personal information with exhibitors or sponsors where we have a lawful basis to do so and have provided appropriate information about that sharing. Any optional sharing for marketing purposes will be subject to the relevant consent or other applicable legal requirements.

8. Careers Activities and Young Visitors

The Expo may include careers, education, training, apprenticeship or recruitment-related activities and may be attended by young people.

We will take particular care when handling personal information relating to children and young people. We will collect only the information reasonably necessary for the relevant purpose and will provide clear, age-appropriate privacy information where required.

Where schools, colleges or other organisations arrange group attendance, we may process relevant contact and attendance information to coordinate visits and support appropriate safeguarding arrangements.

Exhibitors and recruiters are independently responsible for the information they collect from potential applicants, including young people, and must comply with applicable data protection, recruitment and safeguarding requirements.

We do not intend to collect detailed recruitment applications, CVs or sensitive personal information on behalf of exhibitors unless this is expressly communicated and appropriate data protection arrangements are in place.

9. Photography and Video

Photography and video recording may take place at the Expo for promotional, editorial and event documentation purposes.

We may use photographs and footage on our website, social media, marketing materials and future event promotions where we have an appropriate lawful basis.

We will take reasonable steps to inform attendees that photography or filming is taking place. Where appropriate, we will seek consent, particularly for close-up promotional images of children or where the circumstances require it.

If you have concerns about being photographed or filmed, please contact the Event team or email [privacy email address]. We will consider reasonable requests in accordance with applicable law.

10. Who We Share Information With

We may share personal information with trusted third parties where necessary, including:

- Event venues and suppliers involved in delivering the Event.
- Ticketing, registration and payment providers.
- IT, website, CRM, email and administrative service providers.
- Professional advisers, accountants and legal advisers.
- Public authorities, regulators or law enforcement where required by law.
- Exhibitors or sponsors, but only where the sharing is lawful and consistent with this Privacy Notice.

We require service providers processing information on our behalf to handle it securely and in accordance with appropriate contractual and data protection obligations.

11. International Transfers

Some of our service providers may process personal information outside the United Kingdom.

Where personal information is transferred internationally, we will ensure appropriate safeguards are in place as required by UK data protection law, such as UK adequacy regulations or approved contractual safeguards.

12. How Long We Keep Your Information

We retain personal information only for as long as reasonably necessary for the purposes for which it was collected, including legal, accounting and business requirements.

Our retention periods will depend on the type of information and the reason it was collected. For example, financial records may need to be retained for statutory accounting and tax purposes, while event enquiries and marketing information will be reviewed and deleted when no longer required.

You may contact us to request further information about the retention period applicable to your personal data.

13. How We Protect Your Information

We use appropriate technical and organisational measures to protect personal information against unauthorised access, loss, misuse, alteration or disclosure.

Access to personal information is restricted to those who require it for legitimate business purposes, and we take reasonable steps to ensure our service providers maintain appropriate security standards.

14. Your Data Protection Rights

Depending on the circumstances, you have the right to:

- Request access to the personal information we hold about you.
- Request correction of inaccurate or incomplete information.
- Request erasure of your personal information.
- Request restriction of processing.
- Object to processing, including direct marketing.
- Request data portability where applicable.
- Withdraw consent at any time where processing is based on consent.

These rights are subject to certain legal conditions and exemptions.

To exercise your rights, please contact [privacy email address]. We may need to verify your identity before responding to a request.

15. Complaints

If you have concerns about how we handle your personal information, please contact us first so we can investigate and respond.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK's data protection regulator.

Website: www.ico.org.uk

Telephone: 0303 123 1113

16. Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our activities, legal requirements or how we process personal information.

The latest version will be made available through our website or Event registration channels, with the updated date shown at the top of this notice.

17. Contact Us

For any questions about this Privacy Notice or how your personal information is handled, please contact:

Regent Business Group Ltd

Trading as Regent Business Club

Suite 4, Foundry House, Widnes Business Park, Waterside Lane, Widnes, England, WA8 8GT

Steph@regentbusinessclub.co.uk

0151-559-8555