

Situation	Types of information	Purpose and lawful basis for processing
We monitor how users interact with our website through the use of cookies.	IP address, approximate location.	After obtaining your consent to setting the cookies, we have a legitimate interest in monitoring how you interact with our website in order to customise it for you, improve it and to troubleshoot issues.
You send us an enquiry.	Name, contact information, details of your enquiry.	We have a legitimate interest in responding to your enquiry and keeping a record of the correspondence in order to efficiently operate our business. We process your information to carry out pre-contractual steps relating to a potential contract between us.
You or your organisation purchases goods or services from us or registers for membership.	Name, contact information, job title, payment details, details of the goods, services and/or membership plan purchased.	If the contract is with you, the processing is necessary for us to perform our obligations under the contract (including, where applicable, to manage your membership). If the contract is with your organisation then we have a legitimate interest in processing your personal information for the purpose of managing the contractual relationship between your organisation and us (including, where applicable, your organisation's membership). We have a legitimate interest in keeping a record of the contract between us (or your organisation and us) for the administration of our business and to address any disputes which may arise between us (or your organisation and us).
You or your organisation supplies goods or services to us.	Name, contact information, job title, payment details, details of the goods/services supplied.	If the contract is with you, the processing is necessary for us to perform our obligations under the contract. If the contract is with your organisation then we have a legitimate interest in processing your personal information for the purpose of managing the contractual relationship between your organisation and us. We have a legitimate interest in keeping a record of the contract between us (or your organisation and us) for the administration of our business and to address any disputes which may arise between us.
You share your dietary or accessibility requirements with us so that we can accommodate them.	Name, details of requirements (which may include dietary requirements, information about your health).	We usually process this information based on your explicit consent. In case of an emergency, we may process this information in order to protect your vital interests whereby we have a legitimate interest in protecting your wellbeing.
We send you marketing communications concerning our organisation and activities.	Name, contact information, marketing preferences.	We send you marketing communications based on your consent.