TEHIYA NARVEL EVENTS

Privacy Policy

Website www.tehiyanarvel.com | Version 1.0 | Last updated: 31 October 2026

1. Introduction and scope

This Privacy Policy explains how we collect, use, disclose and protect personal data when you visit our website www.tehiyanarvel.com (the "**Website**"), submit an enquiry, or otherwise contact us about our wedding and event design and planning services.

We are based in Switzerland and process personal data in accordance with the Swiss Federal Act on Data Protection of 25 September 2020 (FADP; SR 235.1) and the Data Protection Ordinance (DPO; SR 235.11). As we plan and organise celebrations for clients throughout Europe, we additionally observe the EU General Data Protection Regulation (GDPR) and, where applicable, the UK GDPR, to the extent these laws apply to our processing activities. Where this Privacy Policy refers to the GDPR, those provisions apply only insofar as the GDPR is applicable.

Terms such as "personal data", "processing" and "controller" have the meaning given to them in the FADP and, where applicable, the GDPR.

2. Controller and contact for data protection matters

The controller responsible for the processing of personal data described in this Privacy Policy is:

> **Tehiya Narvel Indian Swiss Business Alliances GmbH**
> operating under the brand "Tehiya Narvel Events" ("**TNE**", "**we**", "**us**", "**our**")
> Carl-Spitteler-Strasse 11, 8053 Zurich, Switzerland
> Company identification number (UID): CHE-475.837.662
> Email for data protection enquiries: info@tehiyanarvel.com

Requests and questions relating to personal data, including requests for access, correction, deletion or objection (see section 11), should be sent to the email address above. They are handled personally by our Founder and CEO, **Tahiya Narvel**, who is responsible within our company for data protection matters. We have not appointed a data protection officer, as we are not legally required to do so.

3. Personal data we collect

3.1 Data you provide through our enquiry form

When you submit an enquiry through the form on our Website, we collect the following information:

- Name
- Email address
- Phone number
- Type of celebration
- Preferred date
- Number of guests
- Your message / information about the event
- How you heard about us
- Confirmation that you have read this Privacy Policy, together with the date and time of submission

Name, email address and the details required to understand your request are needed to respond to your enquiry. If you do not provide them, we may not be able to respond or prepare a proposal.

3.2 Technical data when you visit the Website

When you access the Website, our hosting and network providers automatically process technical information that your browser transmits, in particular:

- IP address
- Browser type and version, operating system and device information
- Date and time of access, requested page or file, referring URL
- Technical security signals (e.g. data used to distinguish legitimate visitors from bots)

This data is required to deliver the Website to your device, to ensure its stability and security and to prevent abuse. We do not use it to identify you personally and do not combine it with your enquiry data.

3.3 Communication with us

If you contact us by email, telephone, messaging services or social media, we process the content of the communication, your contact details and the related metadata (e.g. date and time) in order to respond to you.

3.4 Data in the course of a client relationship

If your enquiry leads to an engagement, we also process the data necessary to plan and carry out your celebration and to administer the contract, such as billing and payment information, details of the event concept, schedules, guest numbers and, where you provide them, guest lists and special requirements.

3.5 Sensitive data and data about other persons

Please do not include sensitive personal data in your enquiry unless it is necessary for planning your celebration. Certain details you choose to share, for example about a religious or cultural ceremony or about dietary, health-related or accessibility requirements of guests, may qualify as sensitive personal data. We process such data only to the extent necessary for planning your event and, where the GDPR applies, on the basis of your explicit consent (Art. 9(2)(a) GDPR), which you may withdraw at any time with effect for the future.

If you provide us with personal data of other persons (e.g. your partner, family members or guests), please ensure that you are entitled to do so and that these persons are informed about this Privacy Policy.

4. Purposes and legal bases of processing

We process personal data for the purposes set out below. Under the FADP, we process personal data in compliance with the principles of lawfulness, good faith, proportionality, purpose limitation and transparency; where justification is required, we rely on the reasons listed below. Where the GDPR applies, the processing is based on the following legal bases:

Purpose	Data	Legal basis (GDPR)
Responding to enquiries, preparing proposals and pre-contractual communication	Enquiry form data, communication data	Steps prior to entering into a contract (Art. 6(1)(b)); legitimate interest in responding to enquiries (Art. 6(1)(f))
Planning and carrying out events; contract administration and invoicing	Client and event data, billing data	Performance of a contract (Art. 6(1)(b))
Operating the Website, ensuring IT security, preventing spam, bots and abuse	Technical data, strictly necessary cookies	Legitimate interest in a secure and functional Website (Art. 6(1)(f))
Understanding how visitors find us ("How did you hear about us?")	Answer to this optional question	Legitimate interest in evaluating our communication channels (Art. 6(1)(f))
Compliance with statutory obligations (e.g. accounting and retention duties)	Contract and billing data	Legal obligation (Art. 6(1)(c))
Establishment, exercise or defence of legal claims	Relevant data as required	Legitimate interest (Art. 6(1)(f))
Processing of sensitive data voluntarily provided for event planning	E.g. ceremony-related, dietary or accessibility information	Explicit consent (Art. 9(2)(a))

We do not use your data for direct marketing (e.g. newsletters) without your prior consent. We do not sell personal data and do not carry out automated individual decision-making or profiling within the meaning of Art. 21 FADP or Art. 22 GDPR.

5. How our enquiry form works

Our enquiry form is provided through **Webflow Forms**, a service of Webflow, Inc. When you submit the form:

- your submission is stored in our Webflow account; and
- a copy is sent by email to our mailbox **info@tehiyanarvel.com**.

We do not currently use a separate spam or bot protection service (such as Cloudflare Turnstile) for the enquiry form. Should we introduce such a service, we will update this Privacy Policy beforehand.

By ticking the checkbox in the form, you confirm that you have read this Privacy Policy. This confirmation is not a consent to processing; the processing of your enquiry is based on the legal grounds set out in section 4.

Enquiry data is stored in Webflow and a copy is sent to info@tehiyanarvel.com. No automatic transfer to any other CRM, spreadsheet, database, messaging platform or third-party service has been configured. If your enquiry leads to an engagement, the relevant information is transferred manually to our client file (see sections 3.4 and 9). If we continue the conversation via telephone or a messaging service (e.g. WhatsApp) at your request, the provider of that service also processes the related communication data under its own terms.

6. Cookies and similar technologies

The Website currently does **not** use analytics, advertising or marketing cookies, tracking pixels or similar tracking tools, and we have not connected any web analytics or advertising service.

Webflow and its infrastructure providers, in particular our network and security provider Cloudflare, may set **strictly necessary technical cookies**, such as **_cfuvid**, which serves to distinguish individual users sharing the same IP address for security and rate-limiting purposes. Such cookies are session-based or short-lived, do not identify you personally and are essential to the secure delivery of the Website; they are therefore set without consent (Art. 45c TCA; Art. 5(3) ePrivacy Directive and its national implementations).

You can configure your browser to block or delete cookies. Blocking strictly necessary cookies may affect the functionality or security features of the Website.

Should we introduce analytics, marketing or other non-essential tools in future, we will update this Privacy Policy before doing so and, where legally required, ask for your consent through a consent banner.

7. Service providers and other recipients

We engage carefully selected service providers who process personal data on our behalf (processors). Except for jsDelivr (see below), they are bound by contractual obligations regarding confidentiality and data protection. At present, these are:

Provider	Function	Seat / processing location
Webflow, Inc.	Website hosting, content management system (CMS), enquiry form (Webflow Forms) and storage of form submissions	USA (San Francisco); data processed in the USA and other countries
Amazon Web Services, Inc. (AWS)	Cloud infrastructure and storage used by Webflow as part of the hosting environment (sub-processor of Webflow)	USA; data centres in the USA and other countries
Cloudflare, Inc.	Content delivery network (CDN), network security, DDoS protection	USA; global network of data centres
jsDelivr	Public content delivery network for front-end libraries (e.g. scripts, fonts); your browser connects to jsDelivr servers and transmits your IP address and technical data. jsDelivr is a free public service; we have no individual contract with it, and it processes this technical data under its own terms.	Global network of CDN providers
Hostinger International Ltd.	Hosting of the mailbox info@tehiyanarvel.com and of our email communication	Cyprus (EU); data may also be processed outside the EU/EEA by Hostinger's sub-processors
THE FIRST THE LAST AGENCY LLC (website agency)	Technical development, maintenance and support of the Website; access to the Webflow account only during development, handover and the agreed 30-day post-launch support period	USA (Florida)
Providers of cloud/file-storage and messaging services	Storage of project documents and project-related communication during active projects	Switzerland, EU/EEA or USA, depending on the provider

Beyond these processors, we disclose personal data only where necessary:

- to venues, caterers, florists, photographers, transport providers and other suppliers involved in planning and carrying out your event, once you have engaged us, and only to the extent strictly required for their contribution; we do not pass on contact details, banking information or other personal data that a supplier does not need;
- to our accountants, auditors, legal advisers, banks and insurers, who are subject to statutory or contractual confidentiality obligations;
- to courts and public authorities where we are legally obliged to do so or where it is necessary to establish, exercise or defend legal claims.

8. International data transfers

Some of our service providers are located outside Switzerland, or process data outside Switzerland, the EU and the EEA, in particular in the **United States**. Through the global networks of Cloudflare and jsDelivr, technical data may also be processed in other countries where their servers are located.

We transfer personal data abroad only where an adequate level of data protection is ensured or appropriate safeguards are in place:

- **Adequacy:** transfers to countries recognised by the Swiss Federal Council (Annex 1 DPO) or, under the GDPR, by the European Commission as providing an adequate level of protection, including the EU and EEA.
- **United States:** transfers to US companies certified under the **Swiss-U.S. Data Privacy Framework** and the **EU-U.S. Data Privacy Framework** (Art. 16(1) FADP in conjunction with Annex 1 DPO; Art. 45 GDPR). According to the information published by the providers, Webflow, Inc. and Cloudflare, Inc. are certified under these frameworks, and Amazon Web Services, Inc. participates in them as part of the Amazon group of companies (AWS is engaged by Webflow as a sub-processor under Webflow's data processing terms).
- **Standard Contractual Clauses:** where no adequacy decision applies (including where a provider's certification lapses or a framework ceases to apply), in particular for our website agency in the USA, transfers are based on the Standard Contractual Clauses of the European Commission, as recognised by the Swiss Federal Data Protection and Information Commissioner (FDPIC) and adapted for Swiss law (Art. 16(2)(d) FADP; Art. 46(2)(c) GDPR), supplemented where necessary by additional technical and organisational measures.
- **Statutory exceptions:** in individual cases, transfers may be based on the statutory exceptions, in particular where the transfer is directly connected with the conclusion or performance of a contract with you, e.g. when we organise your celebration abroad (Art. 17(1)(b) FADP; Art. 49(1)(b) and (c) GDPR).

You may request further information about the safeguards in place, or a copy of them, using the contact details in section 2.

9. Retention periods

We retain personal data only for as long as necessary for the purposes for which it was collected, or as long as we are required to do so by law or have a legitimate interest in retention (e.g. for evidentiary purposes). Thereafter, the data is deleted or anonymised. Specifically:

Category	Retention period
Enquiry submissions in Webflow – no engagement	Deleted manually no later than 8 weeks after our last communication with you.
Enquiry submissions in Webflow – engagement	Transferred to the client file and deleted from Webflow within 8 weeks of the signing of the contract.
Enquiry emails in info@tehiyanarvel.com – no engagement	Deleted no later than 8 weeks after our last communication with you.
Client files, contracts, correspondence and invoices	Accounting records, including contracts and invoices to the extent they serve as accounting vouchers: 10 years from the end of the relevant financial year (Art. 958f Swiss Code of Obligations). Other client files and correspondence: for the duration of the contract and thereafter for as long as claims may be asserted, as a rule 10 years after the end of the contract (Art. 127 Swiss Code of Obligations).
Guest lists, dietary, health-related or accessibility information and other event-specific operational data	Deleted or anonymised no later than 6 months after the event, unless required for the establishment, exercise or defence of legal claims.
Project information in internal spreadsheets, cloud/file-storage systems, messaging services and local working files	Same periods as for the underlying enquiry or client file; working copies are deleted once the project has been completed and the relevant information has been filed in the client file.
Confirmation of having read this Privacy Policy	Together with the related enquiry record.
Correspondence relating to data protection requests	Up to 3 years after the request has been dealt with, for evidentiary purposes.
Technical log data and security data (Webflow, AWS, Cloudflare, jsDelivr)	In accordance with the retention policies of the respective provider; we do not store such data ourselves.

10. Access within our company and data security

Within TNE, access to enquiry data in Webflow and in the mailbox info@tehiyanarvel.com is restricted to our Founder and CEO, Tahiya Narvel, and members of our planning team designated by her, strictly on a need-to-know basis. Our website agency, THE FIRST THE LAST AGENCY LLC, has technical access to the Webflow account only during development, handover and the agreed 30-day post-launch support period, and solely for these purposes; thereafter, access permissions are controlled exclusively by us. The same need-to-know principle applies to project information held in other systems: only information necessary for the relevant project or supplier's contribution is shared, internally and externally.

We take appropriate technical and organisational measures to protect personal data against loss, unauthorised access, alteration and disclosure, including encrypted data transmission (TLS/HTTPS), access controls with individual user accounts and strong authentication, and confidentiality obligations of all persons with access. As no data transmission over the internet is completely secure, we cannot guarantee absolute security; we will notify data breaches to the competent authority and to affected persons where required by law.

11. Your rights

Subject to the conditions and limitations of the applicable law, you have the following rights:

- **Access:** to obtain information on whether and which personal data about you we process (Art. 25 FADP; Art. 15 GDPR);
- **Rectification:** to have inaccurate or incomplete data corrected (Art. 32(1) FADP; Art. 16 GDPR);
- **Erasure:** to have your data deleted, unless we are required or entitled to retain it (Art. 32 FADP; Art. 17 GDPR);
- **Restriction of processing** (Art. 18 GDPR);
- **Data portability:** to receive data you have provided to us in a commonly used electronic format, or to have it transmitted to another controller (Art. 28 FADP; Art. 20 GDPR);
- **Objection:** to object to processing, in particular processing based on legitimate interests, on grounds relating to your particular situation (Art. 30(2)(b) FADP; Art. 21 GDPR), and at any time to processing for direct marketing purposes;
- **Withdrawal of consent:** where processing is based on consent, to withdraw it at any time with effect for the future, without affecting the lawfulness of processing carried out before the withdrawal (Art. 7(3) GDPR).

To exercise your rights, please contact us at info@tehiyanarvel.com or by post at the address in section 2. To protect your data, we may ask you to provide proof of identity. We will respond within 30 days (Art. 18 DPO) or, where the GDPR applies, within one month (Art. 12(3) GDPR); these periods may be extended where permitted by law, in which case we will inform you. Exercising your rights is generally free of charge.

12. Right to lodge a complaint

If you believe that our processing of your personal data violates data protection law, we would ask you to contact us first so that we can address your concern. You also have the right to lodge a complaint with a supervisory authority:

- in Switzerland: the Federal Data Protection and Information Commissioner (FDPIC), Feldeggweg 1, 3003 Bern, www.edoeb.admin.ch;
- in the EU/EEA: the data protection supervisory authority of your habitual residence, place of work or place of the alleged infringement (Art. 77 GDPR).

13. Links to third-party websites and social media

The Website may contain links to third-party websites and to our profiles on social media platforms such as Instagram. These are simple links; no data is transferred to the respective provider until you click on them. Once you leave our Website, the privacy policy of the respective provider applies, and we have no influence on its data processing. If you interact with us on social media, the platform operator processes your data as an independent controller; where we are joint controllers with the platform operator, the processing is governed by the applicable agreement with that operator.

14. Minors

Our Website and services are directed at adults. We do not knowingly collect personal data from persons under the age of 16 through the Website. If you believe that a minor has provided us with personal data, please contact us so that we can delete it.

15. Changes to this Privacy Policy

We may amend this Privacy Policy at any time, in particular when we introduce new services or tools (e.g. analytics) or when the legal framework changes. The version published on the Website at the relevant time applies. Where required by law, we will inform you of material changes in an appropriate manner or ask for your consent.

Zurich, 31 October 2026
Tahiya Narvel, Founder and CEO
Tehiya Narvel Indian Swiss Business Alliances GmbH
Operating under the brand Tehiya Narvel Events