

Privacy Notice

Introduction

The Squire Performing Arts Centre is owned by GDST Enterprises LTD and managed by Nottingham Girls' High School. This privacy notice explains how we collect, use, and protect your personal data when you interact with our services, including booking tickets for events.

Data Controller

GDST Enterprises LTD is the data controller for the personal data you provide to us. Our Data Protection Officer (DPO) can be contacted at dpo@gdst.net.

Data Collection and Use

We collect and process your personal data to manage your interactions with the Squire Performing Arts Centre and provide you with the services you have requested. This includes:

- **Contact Details:** Name, address, email, and phone number.
- **Payment Information:** Details necessary to process your payments for tickets and other services.
- **Booking History:** Records of your ticket purchases and event attendance.
- **Hiring Information:** Information necessary should you hire our facility.

We use this information to:

- Administer your bookings and manage our relationship with you.
- Process your payments and provide you with the services you have requested.
- Communicate with you about your bookings, including sending you service-related messages and updates.
- Manage our contractual relationship with you.
- Improve our services and ensure the smooth operation of the Squire Performing Arts Centre.

Ticket Booking through TryBooking

When you book tickets for events at the Squire Performing Arts Centre, the booking process is managed through a third-party service called TryBooking. TryBooking is responsible for handling your ticket purchases and processing your payment information. You can learn more about TryBooking and their privacy practices via this link <https://www.trybooking.com/uk/info/privacy>

Data Sharing with Promoters

As part of our performance agreements, we may share the personal information of performers with promoters to facilitate the promotion and execution of events. The promotor may contact

performers to seek consent to use performers name, photographs, and other likenesses to promote the performance.

Data Sharing and Transfers

We do not share your personal data with third parties except where necessary to provide our services or comply with legal obligations. This may include:

- Service providers who assist us in managing our operations, such as TryBooking for ticket bookings,
- The GDST for IT support.
- Promoters with whom we have entered into a contractual agreement
- Regulatory authorities or law enforcement agencies where required by law.

Data Retention

We retain your personal data for as long as necessary to fulfil the purposes for which it was collected, including any legal, accounting, or reporting requirements. Once your data is no longer needed, we will securely delete it.

Data Protection Rights

You have the following rights regarding your personal data:

- **Access:** You can request a copy of the personal data we hold about you.
- **Rectification:** You can ask us to correct any inaccuracies in your personal data.
- **Erasure:** You can request the deletion of your personal data where there is no longer a legal basis for us to retain it.
- **Restriction:** You can ask us to restrict the processing of your personal data in certain circumstances.
- **Objection:** You can object to the processing of your personal data where we are relying on legitimate interests as the legal basis.
- **Data Portability:** You can request the transfer of your personal data to another data controller.

To exercise these rights, please contact our Data Protection Officer at dpo@gdst.net.

Security Measures

We implement appropriate technical and organizational measures to protect your personal data against unauthorised access, loss, or damage. This includes secure storage, encryption, and access controls.

Contact Us

If you have any questions about this privacy notice or how we handle your personal data, please contact our Data Protection Officer at dpo@gdst.net.