

Marine Hall and Weddings Privacy Notice

This privacy notice explains our policy for the collection and use of your personal information in respect of the hire of Marine Hall, your wedding bookings and your participation in theatre events including the purchase of theatre tickets.

Lawful basis for processing your data

Wyre Council will act as the Data Controller for any personal data that you provide to us. In accordance with the General Data Protection Regulations (GDPR) and depending on your service request the council will rely on the following lawful bases for processing your data:

- Consent – you have given your consent to the processing of your data for one or more specific purposes – Article 6(1)(a)
- Contract – to deliver a contractual service to you – Article 6(1)(b)

The Marine Hall team may contact you by email or telephone to manage your theatre or wedding bookings and ticket purchases. The data collected, will be securely stored and may include your name, address, date of birth, telephone number, email address and financial information where required.

The Marine Hall team will also contact you using your email address to supply you with their e-newsletter containing details of forthcoming events and shows, where you have provided the council with your consent to receive this. Your consent to receiving the e-newsletter can be given at <http://www.marinehall.co.uk> by completing the online form to register your details and tick the consent box.

Who do we share your data with?

The Wyre Theatres website is hosted by Jadu. The council also use the ticket booking system supplied by Patronbase to store the personal information you provide to the council when placing an order for theatre tickets. The personal information you supply will be securely stored and processed in accordance with their privacy policy details of which can be obtained at <http://www.patronbase.co.uk/>.

All payments for the purchase of theatre tickets and theatre hire charges will be collected using the Civica Pay Income Management system, supplied by Civica Ltd. The personal information you supply will be securely stored and processed in accordance with their privacy policy, details of which can be obtained at <https://www.civica.com/en-gb/policies-and-statements/privacy-notice/>.

When registering to receive the e-newsletter, your email address will be securely stored and processed on the councils marketing automation platform Mailchimp in accordance with their privacy policy details of which can be obtained at www.mailchimp.com/legal/privacy.

How long will we keep your personal data?

We will retain the personal data obtained through your purchase of theatre tickets for two years following your latest ticket purchase. After this time, your personal data will be deleted from our records.

Where you have given your consent to receive our e-newsletter, your email address will be retained indefinitely on our marketing automation platform, Mailchimp, until you decide to unsubscribe from this. You can do this at any time by clicking the unsubscribe link in the footer of the email supplying the newsletter or by contacting us at communications@wyre.gov.uk.

Personal data obtained through your agreement to hire a Wyre Theatre or to participate in an event will be retained for 6 years plus current following the date of the booking or event. After this time, your personal data will be deleted from our records and any paper records shredded.

What are your rights?

You have the right as the data subject to request access to the information we hold about you. You can exercise this right by completing the council's [online subject access request form on the Council's website](#).

In addition to the above, you also have the right to:

- In certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed;
- Object to processing of personal data that is likely to cause, or is causing damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means; and
- Data portability

Please contact the councils Data Protection Officer if you wish to exercise these rights.

You also have the right to withdraw your consent to the receipt of our e-newsletter at any time by clicking the unsubscribe link at the bottom of the email supplying the e-newsletter or alternatively by emailing us at marinehall@wyre.gov.uk or Tel 01253 887693.

How to contact us?

For more information on how the Council handles your data, please visit <http://www.wyre.gov.uk> or if you have any questions about our privacy policy, information we hold about you, or if you have a complaint about privacy or misuse of personal data, contact the Council's Data Protection Officer; Joanne Billington on 01253 887372.

You also have the right to contact the Information Commissioner if you are not satisfied with our response or un-happy with how we are handling your personal data. You can contact them using the following address:

The Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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