

SoundLightingUK Ltd. Venue & Event Services

SoundLightingUK Ltd. Privacy Policy.

SoundlightingUK Ltd.

You may know us as The Dovehouse Theatre, Born to Boogie, The Comedy Lodge, Trentside Studios or SLUEvents

Privacy & Security.

We take your privacy very seriously. Any personal information that you submit to us will be stored securely and will not be released to any other 3rd party organisations for advertising purposes.

What personal information we collect from you.

As a visiting or potential audience member we collect:

- Your name
- Your contact information including email address

As a client we collect:

- Your full name
- Your contact information including email address
- Bank details: sort code and account number (stored only on our online banking site)

How we use your personal information.

The personal information you give when you opt in to receive our updates or conduct business with us will be retained by **SoundLightingUK Limited** on a database and will be used to process and dispatch your booking documents or Tickets and to contact you with information about relevant products, services or opportunities that only we offer and believe might be of interest to you.

Who holds your information?

If you have purchased tickets for one of our events, the details you volunteered will be held by our box office agent TicketSource Ltd. TicketSource will keep your personal data for no longer than reasonably necessary and will be deleted after one (1) year. To view Ticketsource's privacy policy please visit www.ticketsource.co.uk

If you have requested to join one of our mailing lists, your contact details will be held in a Mailchimp database managed by SoundlightingUK Ltd. To view Mailchimp's privacy policy please visit <https://mailchimp.com>

If you are a client, selling or purchasing services to/from SoundlightingUK, the details you volunteered will be held on our secure accounting system.

Please be assured that we are committed to keeping your personal information safe and procedures are in place to safeguard this information and prevent any unauthorised access or disclosure.

We will not sell, distribute or lease your personal information to third parties/organisations unless we have your permission or are required to do so by law.

You may request details of the personal information that we hold about you under the GDPR 2018 regulations.

If you would like a copy of the information held on you please contact us.

If you believe that any information we have collected from you is incorrect, please inform us as soon as possible and we will amend your details immediately.

You can unsubscribe from our mailing lists at any time by clicking the unsubscribe link at the bottom of every email sent to you.

Alternatively you can contact us directly via email info@dovehousetheatre.co.uk or via telephone 07939892199