**GDPR &Privacy policy**

............................................ is committed to safeguarding your privacy. To this end the following document applies to ............................................... and its shows and brands.

Should you have any questions or problems regarding the use of your Personal Data, [please contact us](https://thebubbleshow.co.uk/contacting-the-show) and we will gladly assist you.By using this site and / or our services, you consent to the Processing of your Personal Data as described in this Policy.

1. **| Definitions used in this policy**

**Personal Data** – Any information relating to an identified or identifiable natural person.
**Processing** – Any operation or set of operations which is performed on Personal Data or on sets of Personal Data.
**Data Subject** – A natural person who's Personal Data is being processed.
**Child** – A natural person under 16 years of age.
**We/us** (either capitalised or not) – PUT YOUR OWN SHOWS NAMES HERE or any of its associated shows and or brands.

**2 | Data Protection Principles we follow**

We promise to follow the following data protection principles:

- Processing is lawful, fair and transparent. Our processing activities have lawful grounds. We always consider your rights before processing Personal Data. We will provide you information regarding processing upon request.

- Processing is limited to the purpose / purposes outlined in this document. Our processing activities fit the purpose for which Personal Data was gathered.

- Processing is done with minimal data. We only gather and process the minimal amount of Personal Data required for any purpose.

- Processing is limited with a time period. We will not store your Personal Data for longer than needed.

- We will do our best to ensure the accuracy of data.

- We will do our best to ensure the integrity and confidentiality of data.

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**3 | Your rights**

You have the following rights:

1. Right to information – meaning you have to right to know whether your Personal Data is being processed; what data is gathered, from where it is obtained and why and by whom it is processed.
2. Right to access – meaning you have the right to access the data collected from / about you. This includes your right to request and obtain a copy of your Personal Data gathered.
3. Right to rectification – meaning you have the right to request rectification or erasure of your Personal Data that is inaccurate or incomplete.
4. Right to erasure – meaning in certain circumstances you can request for your Personal Data to be erased from our records where we do not have a legal or legitimate interest in keeping it. Such as for record keeping and or tax purposes.
5. Right to restrict processing – meaning where certain conditions apply, you have the right to restrict the processing of your Personal Data.
6. Right to object to processing – meaning in certain cases you have the right to object to processing of your Personal Data, for example in the case of direct marketing.
7. Right to object to automated processing – meaning you have the right to object to automated processing, including profiling; and not to be subject to a decision based solely on automated processing. This right you can exercise whenever there is an outcome of the profiling that produces legal effects concerning or significantly affecting you.
8. Right to data portability – you have the right to obtain your Personal Data in a machine-readable format or if it is feasible, as a direct transfer from one processor to another.
9. Right to lodge a complaint – in the event that we refuse your request under the Rights of Access, we will provide you with a reason as to why. If you are not satisfied with the way your request has been handled please contact us.
10. Right for the help of *supervisory authority\*1* – meaning you have the right for the help of a supervisory authority and the right for other legal remedies such as claiming damages.
11. Right to withdraw consent – you have the right withdraw any given consent for processing of your Personal Data where we do not have a legal or legitimate interest in keeping it. Such as for record keeping and or tax purposes

**4 | Data we gather**

**- Information you have provided us with**
This might be your e-mail address, name, contact No., billing address, home address etc. – mainly information that is necessary for delivering you a product and or service or to enhance your customer experience with us. We save the information you provide us with in order to reply to any enquiries you may have about our entertainment packages, and / or to deliver those entertainment packages. This information includes, for example, your name, contact No. and e-mail address.

We will also record your name, address and consent on a model or video consent form during any publicity or promotion of any of our services. This may include video, photography, image and or voice recording or any written testimonial relating to our services. You will be notified in advance if this is to be carried out.

**- Information automatically collected about you**
This includes information that is automatically stored by cookies and other session tools, for example, your IP address (for website analytics purposes only), which pages you visit on our website (again for analytics purposes only). This information is used to improve the entertainment packages we offer and also improve our website functionality along with customer experience. When you use our services or look at the contents of our website, your activities may be logged.

**- Publicly available information**
If you’re enquiring about our services on behalf of a company or organisation, we may gather information about your company or organisation that is publicly available in order to help tailor our entertainment to suit your needs.

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**5 | How we use your Personal Data**

We use your Personal Data in order to:

- Provide our service to you. This includes for example sending out contracts of service, invoices and receipts; providing you with information about other entertainment packages, shows and services that you have requested; providing you with promotional items at your request and communicating with you in relation to those products and services; communicating and interacting with you; and notifying you of changes to any services.

- Enhance your customer experience.

- Fulfil an obligation under law or contract.

We use your Personal Data on both a Legal and Legitimate Interests basis and/or with your Consent. We process your data for the following reasons:

- To identify you.

- To provide you a service or to send/offer you a product.

- To communicate either for answering enquires, sales or invoicing.

- Entering into a contract or fulfilling contractual obligations

- For accounting and tax purposes

On the ground of legitimate interest, we process your Personal Data for the following purposes:

- To send you personalised offers.

- To administer and analyse our client base (purchasing behaviour and history) in order to improve the quality, variety, and availability of products/ services offered/provided.

- To conduct questionnaires concerning client satisfaction.

As long as you have not informed us otherwise (opted out), we consider offering you products / services that are similar or the same to your purchasing history / browsing behaviour to be our legitimate interest.

With your consent we process your Personal Data for the following purposes:

- To send you newsletters and special offers (Although this is very rare and communications are usually limited to companies and or organisations rather than individuals.)

- For any other purposes we have asked your consent for.

We process your Personal Data in order to fulfil obligation rising from law and/or use your Personal Data for options provided by law. We reserve the right to anonymize Personal Data gathered and to use any such data. We will use data outside the scope of this policy only when it is anonymized. We save your billing information and other information gathered about you for as long as needed for accounting purposes or other obligations deriving from law, but not longer than **6** years

We might process your Personal Data for additional purposes that are not mentioned here, but are compatible with the original purpose for which the data was gathered. To do this, we will ensure that:

- The link between purposes, context and nature of Personal Data is suitable for further Processing.

- The further Processing would not harm your interests.

- There would be appropriate safeguard for Processing.

We will inform you of any further processing and purposes.

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**6 | Who else can access your Personal Data**

Unless required to do so by law, we do not share your Personal Data with any other person, company or organisation.

In the rare event we are unable to provide our contracted services to you we will communicate directly with you to find a suitable replacement. Only with your direct consent at such a time, will we divulge your name and contact details to a replacement service provider so they may make direct contact with you.

We only work with other service providers who are able to ensure an adequate level of protection to your Personal Data. We disclose your Personal Data to third parties or public officials when we are legally obliged to do so. We might disclose your Personal Data to third parties, such as a replacement service provider, if you have consented to it or if there are other legal grounds for it.

**7 | How we secure your data**

We do our best to keep your Personal Data safe.  We use safe protocols for communication and transferring data (such as HTTPS). Our systems are monitored for possible vulnerabilities and attacks, and suitable protection is in place to protect against these.

All Personal Data we hold on you will be destroyed after:

- 6 years have passed after your initial enquiry was made and no services were booked.

- The start of the NEXT financial year AFTER the 6 year period IF any of our services were booked, even if subsequently cancelled.

- If we do not have a legal or legitimate interest to keep it.

Even though we try our best we cannot guarantee the security of information. However, we promise to notify suitable authorities of data breaches. We will also notify you if there is a threat to your rights or interests. We will do everything we reasonably can to prevent security breaches and to assist authorities should any breaches occur.

**8 | Other Data we collect**

Other data we may collect includes:

- Any images, video, reviews, feedback or comments made or uploaded to any of our websites or social media sites.

- Any images, video, reviews, feedback or comments we are tagged in on any websites or social media sites.

- Any images, video, reviews, feedback or comments sent to us via email, social media or the post.

Please note that by sending, uploading or tagging any images, video, comments, press or reviews, you are giving us permission to use these in part or in full to further promote the our services, shows and brands under the Damian Jay Entertainment umbrella. Other than you name and general location, i.e. town or city, none of your our identifiable information will be posted.

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**9 | How we use this Other Data**

Any other data you supply is used with 'Legitimate Interest' as the basis for keeping and using any such data.

By supplying such data you irrevocably consent to and authorise...................t (its affiliates, successors and assigns) to use such data in full or in part for the purposes of promoting, marketing and any other legitimate interests and purposes throughout the world and in perpetuity of (YOUR NAME GOES HERE)and any or all of its services, shows and brands under the (YOUR NAME GOES HERE)umbrella. Including but not limited to:

- (YOUR NAME GOES HERE)show

This may include, but is not limited to :

- Television broadcast

- Social media broadcast

- Podcasts

- Promotion and marketing in Print, Online or any other form of media now know or as yet to be discovered.

Any recordings, images or wording may be used for:

- Exhibition

- Reproduction for use on News / Web Casts, Promotional purposes, telecasts, advertising, inclusion on websites and or suitable social media platforms now known or yet to be discovered.

- Inclusion on 3rd party websites such as Agents or suppliers of entertainment.

By supplying any of the aforementioned data you release (YOUR NAME GOES HERE)its officers and employees, and each and all persons involved, from any liability connected with the collection and usage of this data.

By supplying any of this other data you are agreeing to the following:

- You waive all rights you may have to any claims for payment or royalties in connection with any use, exhibition, streaming, web casting, televising or other publication of this data, regardless of the purpose for which it is used irrespective of whether a fee for admission, sponsorship or its use is charged.

- You also waive any right to inspect or approve any photo, video, written comment or audio recording used by (YOUR NAME GOES HERE)and or any of its services, shows and brands; or the person, persons or entity designated to do so by (YOUR NAME GOES HERE).

You will have been notified on all our platforms that by uploading any of the aforementioned data you agree to and are bound by these terms and conditions. There will also be a link on all our platforms to this policy.

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**9 | Data relating to minors**

We collect information relating to minors for these purposes ONLY:

- To deliver entertainment services such as Children’s Parties or events for children

The Data we collect on minors in order to deliver our services are as follows:

- Name, age and sex of the minor, usually limited to the birthday child or children if it’s to be a joint party.

- Approximate numbers and ages of minors at the event. This helps us with providing a tailor made service for your event.

- Any allergies that may impact the delivery of our services. An example would be a latex allergy which may impact the delivery of services involving balloons such as balloon twisting.

- Name, age, sex of minors and their parents or legal guardians consent on a model / video consent form when any minor takes part in any publicity or promotion of any of our services. This may include video, photography, image and or voice recording or any written testimonial relating to our services.

All Data relating to minors is destroyed when:

- 13 months have passed after your initial enquiry was made and no services were booked.

- The start of the NEXT financial year AFTER the 6 year period IF any of our services were booked, even if subsequently cancelled.

- If we do not have a legal or legitimate interest to keep it.

- In the case of model / video release forms, these are digitised and stored for as long as the promotional purposes, for which they were collected, are in effect. The original forms are destroyed after 2 years have passed.

**9 | Cookies and other technologies we use**

We use cookies and/or similar technologies to analyse customer behaviour, administer our websites, track users movements, and to collect information about users. This is done in order to personalise and enhance your experience with us.

A cookie is a tiny text file stored on your computer. Cookies store information that is used to help make our websites work. Only we can access the cookies created by our websites, this **does not** give us access to your device. You can control your cookies at the browser level on your own device. Choosing to disable cookies may hinder your use of certain functions.

**We use cookies for the following purposes:**

-**Necessary cookies** – these cookies are required for you to be able to use some important features on our website, such as contacting us. These cookies in themselves do not collect any personal information.

-**Functionality cookies** – these cookies provide functionality that makes using our service more convenient and makes providing more personalised features possible. For example, they might remember your name and e-mail in comment forms so you don’t have to re-enter this information next time when commenting.

-**Analytics cookies** – these cookies are used to track the use and performance of our website and services.

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You can remove cookies stored in your computer via your browser settings. Alternatively, you can control some 3rd party cookies by using a privacy enhancement platform.

We use Google Analytics to measure traffic on our website. Google has its own Privacy Policy which you can review: *Google Privacy Policy\*2.* If you’d like to opt out of tracking by Google Analytics, visit the *Google Analytics opt-out page\*3*.

**9 | Contact Information**

To find out more about GDPR and your rights visit the ICO website: https://ico.org.uk/your-data-matters/

### Changes to this Privacy Policy

This GDPR & Privacy policy as described above may be subject to change.

Any changes made will come into force as soon as they are amended above whereupon the new policy will supersede all previous versions.

This GDPR & Privacy policy was last amended on ................................

### Links to the bodies mentioned in this policy

*supervisory authority*\*1  URL: https://ico.org.uk/

*Google Privacy Policy*\*2. URL:https://support.google.com/analytics/answer/6004245

*Google Analytics opt-out page\*3* URL: https://tools.google.com/dlpage/gaoptout

YOUR NAME

ADDRESS

CONTACT DETAILS

LOGO

ETC