

# Comedy Clubs Ltd Privacy Policy

The Privacy policy of Comedy Clubs Ltd, ("us", "we", or "our")

These pages tell you our Companies policies regarding the collection, use, & disclosure of personal data.

## **For Staff, Suppliers & Third-Party Providers Introduction**

This Policy sets out Comedy Clubs Ltd ("the Company") obligations regarding data protection, the rights of employees, customers, suppliers and business contacts

GDPR defines "personal data" as any information relating to an identified or identifiable person (a data subject); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity.

This Policy sets out the procedures to be followed when dealing with personal data. The procedures and principles set out herein must be followed at all times by the Company, its employees, agents, contractors, or other parties working on behalf of the Company.

## **Data Protection Principles**

This Policy sets out to ensure compliance with the Regulation. The Regulation sets out the following principles with which any party handling personal data must comply. All personal data must be:

- a) processed lawfully, fairly, and in a transparent manner in relation to the data subject;
- b) collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- c) Relevant and limited to what is necessary in relation to the purposes for which it is processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure personal data that is inaccurate, having regard to the purposes for which they are processed, is erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods, subject to legal requirements
- f) processed in a manner ensuring suitable security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

## **Data Breach Notification**

All personal data breaches must be reported immediately to the Company's data protection officer.

## **Definitions**

Personal Data : Personal Data means data about a living individual who can be identified from those data.

Usage Data: Usage Data is data collected automatically either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).

Cookies: Cookies are small pieces of data stored on a User's device.

**Comedy Clubs Ltd** website may use "cookies." Cookies enable you to use shopping carts and to personalise your experience on our site, tell us which parts of our websites people have visited, help us measure the effectiveness of ads and web searches.

Because cookies are used throughout our website, disabling them may prevent you from using certain parts of the sites.

Cookies collect information about how you use our websites — for instance, the pages you visit most. This data may be used to help optimise our website and make them easier for you to navigate. These cookies don't collect information that identifies you. All information these cookies collect is aggregated and therefore anonymous.

"Data controller" and "data processor" are different, understanding this company's responsibilities Within GDPR is Dependent on the scenario, our company may be both data controller & / or a data processor. Both have specific responsibilities as a result:

#### **Data controller**

A company is a data controller when it has the responsibility of deciding why and how personal data is used and processed.

- Under the GDPR, data controllers will have to adopt compliance measures to cover data collection, what and how it is used, & for the length of time it is retained. They also need to ensure people can access the data about them.
- Data controllers must ensure that data processors meet their contractual commitments to process data safely and legally.

#### **Data processor**

A company is a data processor when it processes personal data on behalf of the data controller. Under GDPR, data processors are obliged to process data safely & legally.

**Comedy Clubs Ltd** operates in most part as data controller, we also operate as a processor when working with businesses & third parties. When Comedy Clubs Ltd processes data on behalf of a third party, which is usually but not exclusively an event & activity company, that business must have an appropriate legal basis for Comedy Clubs Ltd to process the data.

**Data Subject** : Data Subject is any living individual who is the subject of Personal Data.

**User** : The User is the individual using our Service. The User corresponds to the Data Subject, who is the subject of Personal Data.

## **Information Collection and Use**

We collect several different types of information for various purposes to provide and improve our Service to you.

### **Types of Data Collected**

Information you give to us:

As part of a contract between us and our customers, the following customer data is collected by us in order to form said contract. Some of this data will also be collected every time a customer requests services from us – this can be via our website, over the phone or on written purchase orders. This data includes, but not limited to:

The customer's full name / The customer's full house address / The customer's email address / The customer's phone number / Payment method details

### **How We will use this information:**

We will disclose some personal information to our suppliers, and use internally, for company operational purposes.

### **Tracking & Cookies Data**

We use cookies and similar tracking technologies to track the activity on our Service and hold certain information.

Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. Tracking technologies also used are beacons, tags, and scripts to collect and track information and to improve and analyse our Service.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

### **Retention of Data**

Comedy Clubs Ltd will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

### **Transfer of Data**

Your information, including Personal Data, may be transferred to — and maintained on — computers located outside of your county, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

If you are located outside United Kingdom & choose to provide information to us, please note that we transfer the data, including Personal Data, to United Kingdom & process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

**Comedy Clubs Ltd** will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organisation or a country unless there are adequate controls in place including the security of your data and other personal information.

#### Disclosure of Data / Disclosure for Law Enforcement

Under certain circumstances, Comedy Clubs Ltd may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

#### Legal Requirements

Comedy Clubs Ltd may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal obligation
- To protect and defend the rights or property of Comedy Clubs Ltd
- To prevent or investigate possible wrong doing
- To protect against legal liability

#### Security of Data

The security of your data is important to us but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

#### Your Rights

Comedy Clubs Ltd aims to take reasonable steps to allow you to correct, amend, delete, or limit the use of your Personal Data.

If you wish to be informed what Personal Data we hold about you and if you want it to be removed from our systems, please contact us.

Please note that we may ask you to verify your identity before responding to such requests.

#### Service Providers

We may employ third party companies and individuals to facilitate our Service ("Service Providers"), to provide the Service on our behalf. These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

**Children's Privacy** Our Service does not address anyone under the age of 13 ("Children").

We do not knowingly collect personally identifiable information from anyone under the age of 13. If you are a parent or guardian and you are aware that your Children has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers.

Changes to This Privacy Policy

We may update our Privacy Policy from time to time.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Contact Us

If you have any questions about this Privacy Policy, please contact us:

By email: [info@comedyclubsltd.co.uk](mailto:info@comedyclubsltd.co.uk)

By phone number: 01202 552163

By mail: Comedy Clubs Ltd, P.O Box 5697, Bournemouth, Dorset, BH1 4ZL

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