

## Privacy notice - Wyre theatres

### Lawfulness of processing

Processing your personal data is necessary to fulfil our contractual obligations to you in respect of the hire of Wyre theatres, your participation in theatre events and the purchase of theatre tickets.

Wyre Council (the Data Controller) will use your personal information to fulfil their contractual obligations with you, which may include contacting you by email or telephone to manage your theatre, event bookings and ticket purchases. The data collected, will be securely stored and may include name, address, date of birth, telephone number, email address and financial information where required.

Wyre theatres will also contact you using your email address to supply you with their 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 newsletter can be given at [www.wyretheatres.co.uk](http://www.wyretheatres.co.uk) by registering your details and ticking the consent box.

### Who we share your data with

The council use a ticket booking system called 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 [www.patronbase.co.uk](http://www.patronbase.co.uk)

When registering to receive the 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](http://www.mailchimp.com/legal/privacy)

### How long 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 newsletter, your email address will be retained indefinitely on our marketing automation platform, Mailchimp, until you decide to unsubscribe from this.

Personal data obtained through your agreement to hire a Wyre theatre or to participate in an event will be retained for six years plus current following the date of the booking or event in accordance with the council's financial retention procedures. After this time, your personal data will be deleted from our records and any paper records shredded.

## Your rights

You have the right as the data subject to access your data. If you feel the data we hold is inaccurate or incomplete, you are entitled to have your personal data rectified. 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 newsletter at any time by clicking the unsubscribe link at the bottom of the email supplying the newsletter or alternatively by emailing us at [marinehall@wyre.gov.uk](mailto:marinehall@wyre.gov.uk) or telephone 01253 887693.

## Contact us

For more information on how the council handles your data, please visit [wyre.gov.uk](http://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 unhappy with how we are handling your personal data.