

## **DATA PRIVACY NOTICE**

### **1. Your personal data**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. Bravo Events**

Bravo Events, offers a comprehensive range of event hire equipment and expert services to cater to performing arts needs across the Southwest. This includes but is not limited to organising theatre productions, conferences, festivals, and the required supporting architectural solutions. Services are tailored to each event, and customised solutions are the reason customers rely on Bravo Events.

### **3. Processing personal data**

Bravo Events complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access, disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to access contact details of customers, employees, and associated staff in support of relevant Bravo activities.
- To administer HR records.
- To manage employees and volunteers associated with Bravo activities.
- To maintain Bravo Events accounts and records.
- To inform you of news, events, and activities directly connected to Bravo Events.

### **4. Legal basis for processing your personal data**

- Explicit consent of the data subject so that we can keep you informed about news, events, activities, and services.
- Processing is necessary for carrying out legal obligations under employment, social security or social protection law, or a collective agreement.

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other Bravo Events staff, employees, volunteers, and associated business contacts to carry out Bravo Events activities. We will only share your data with third parties outside Bravo Events activities with your consent.

### **6. Keeping your personal data**

We will retain your personal data while you are actively associated with Bravo Events. Your personal data will also be retained in accordance with accounting and business requirements.

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Bravo Events holds about you.
- The right to request that Bravo Events, corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary for Bravo Events to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Further processing

If Bravo Events wishes to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Bravo Events, HR@bravoevents.co.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Isaac Cowlard  
Bravo Events Co-Director



Stuart Comely  
Bravo Events Co-Director



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