



## **AN TÁIN ARTS CENTRE PRIVACY POLICY**

An Táin Arts Centre is a company limited by guarantee (CRN 537097) and registered charity (20143145). As part of our activities we will collect and process your personal data and other information relating to your dealings with us. This privacy policy explains how we will manage your personal data, why we use it and how you may contact us.

### **Categories of Personal Data**

Personal Data means any information which An Táin Arts Centre has or obtains or which you provide, such as your name and address, telephone number from which you can be directly or indirectly personally identified.

The categories of Personal Data which we will process may include, name, address, email address, telephone Number, complaint, incident or accident details, credit card details, previous order history and any other personal details necessary for the conduct of the relationship between us.

### **How we use your personal data**

Once you have booked tickets with An Táin Arts Centre, your contact details will be held on our ticketing system, Ticketsolve and will be used to contact you in relation to your booking. If a personal customer has not engaged with us for six years we will automatically delete their identifiable information from our database. If you choose to join our emailing list at the time of your booking, we will send you regular information about An Táin Arts Centre and its programme of events using a secure email marketing system called mailchimp. If at any stage in the future you would like to opt out from receiving this information please click unsubscribe at the bottom of any of the emails.

An Táin Arts Centre will not disclose details or your personal data to third parties except in the following circumstances;

- Where the disclosure is necessary to enable us to carry out our obligations under our agreements with you.
- If the disclosure is required by law or regulation, or court or administrative order having force of law.

On occasion 3rd party companies providing events to our venue require the ability to contact customers directly in order for the customer to experience all aspects of the event. In this scenario you will be asked to indicate your consent to this at the time of booking. You have the right at any time to withdraw your consent to our future use of your Personal Data for some or all of those purposes by writing to us at [info@antain.ie](mailto:info@antain.ie) or An Táin Arts Centre, Crowe Street, Dundalk, Co. Louth.

### **Your Rights in relation to your personal data**

You may at any time request a copy of your Personal Data. This right can be exercised by writing to [info@antain.ie](mailto:info@antain.ie) or An Táin Arts Centre, Crowe Street, Dundalk, Co. Louth. You also have the right to correct any inaccuracies in, and request erasure, or restriction on the use, of your Personal Data, and to object to certain uses of your Personal Data in each case subject to the restrictions set out in the applicable data protection laws.

### **Contact us**

Please address any queries or complaints regarding the use of Personal Data by An Táin Arts Centre should be addressed to Director / CEO, An Táin Arts Centre, Crowe Street, Dundalk, Co. Louth or [info@antain.ie](mailto:info@antain.ie).