

MADDISON ENTERTAINMENT
DATA PROTECTION OVERVIEW - OFFICIAL STATEMENT

Hello,

We'll try and keep this as short-ish and sweet as possible as we can imagine you've received plenty of emails regarding the subject recently.

For ethical reasons and recently introduced GDPR (General Data Protection Regulation) we need to update you with the following message.

"I" " WE" "US" Refers to Maddison Entertainment, "You" " The Customer" refers to the person making the booking.

- The business operates on bookings and therefore requires contact information to allow us to contact you regarding any bookings you have with us.
- The only information we store is the contact details that YOU provide us with on our booking forms (typically containing your contact details, venue address and booking reference number). We only have the information you provide).

Important Note:: When we talk about "information",we are only referring to your contact details; I/We never have access to your financial information when you make payments to me using the Worldpay Zinc card machine / online portal or bank transfer.

- Sometimes on the day of the event we will print and carry a physical copy of the booking form for your event. This is kept on our persons at all times and after the event it is securely disposed of for data protection purposes.
- For our records we have a digital copy of your booking form for the event, this form is stored on our office pc which is NEVER used for our work outside the "office" and to add, the office PC is encrypted, password protected and protected with security software to protect this information.

- I keep an electronic record of all customers invoices and emails associated with a booking; these are only stored on the office computer mentioned above; This is because we need to keep all sales records for at least 5 years for the purpose of accounting and tax purposes.

- Who has access to this information - The only people who have access to the mentioned office PC with this information stored are myself (Nathan) and my wife and the same applies to all emails that goes to the info@ and accounts@ maddisonentertainment.co.uk email addresses we own.

- Payment methods -

We use WorldPay Zinc for our online secure card payment method. Worldpay is a widely used company and if you use our card machine or online payment portal it will be via them. For more information about what information they store their privacy policy is available here (<https://goo.gl/QMLrRg>).

MADDISON ENTERTAINMENT
DATA PROTECTION OVERVIEW - OFFICIAL STATEMENT

- We don't currently have a newsletter so we won't be sending you a "opt out" email regarding this but we'll give you the opportunity to "opt in" if we do create one in the near future.
- Questions - If you have any questions regarding the above or any further question please do not hesitate to message our page or email us regarding any questions you may have or Subject Access Requests.

Kind Regards
Maddison Entertainment

More information regarding The GDPR is available by the ICO here >
<https://ico.org.uk/your-data-matters/>

This Statement was issued on Maddison Entertainment's Social Media Profiles on May 20th 2018 in the interest of Transparency. Further policies and information can be found via our website:
www.maddisonentertainment.co.uk/our-policies.