



Privacy & Cookie Policy

Big Beat Entertainment take the security of your personal information of the utmost importance to us and we have set out below what data we will hold/or use and what rights you have in respect of that data.

Whether we are engagements for you as an Artist, seeking to book an Artist for you as a Hirer or seeking to book or supply additional services from you of for you, we intend to act within the regulations set out in the UK Data Protection Act, 1988 and the EU General Data Protection Regulation (GDPR) 2018.

How we use your personal data

Big Beat Entertainment processes personal information to enable us to

- promote and sell our services,
- to maintain our accounts and records
- and to support and manage our clients, agents and the artists we work with

Any personal data which we require we will collect directly from yourself and may include (but is not limited to):

- Full name and personal details including contact information (e.g, client addresses & locations, email address, contact telephone numbers)
- VAT registration number (if VAT registered)
- Bank account details so we can pay your invoices pay directly
- Records of previous bookings made through Big Beat Entertainment

Who do we share your information with?

We sometimes need to share the personal information we process with yourself and also with other organisations including:

- Associates and representatives of the person whose personal data we are processing
- Current, past and prospective (Big Beat Entertainment artists), agents, bookers and venues providing entertainment services
- Suppliers and service providers
- Central government
- Credit reference agencies
- Debt collection and tracing agencies
- Financial organisations including Big Beat Entertainment bank and accountants

Where this is necessary to share information Big Beat Entertainment are required to comply with all aspects of the Data Protection Act and will ensure, where possible, that third parties who require the information to fulfil the contractual requirements, act in accordance with the General Data Protection Regulations, 2018.

It may sometimes be necessary to transfer personal information overseas. This is only shared within the European Economic Area and any transfers made will be in full compliance with all aspects of the Data Protection Act.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law.

How do we treat your personal data?

In all cases, we will collate and **securely** store the information we hold on you.

All items of personal data are stored electronically on either our:

- Booking management system
- Banking system
- Accounting software

All our systems are password protected and access is limited to only those Big Beat Entertainment personnel who specifically need to process the data. In addition, we undertake a regular review of all the information we hold.

We are registered with the Information Commissioners Office (ICO) to collect, retain, store and pass on personal information on Artists, Hirers, Suppliers and other Agents in accordance with the General Data Protection Regulations 2018. Our registration Number is: ZA446585.

We will only hold your data for as long as is deemed necessary, after which time, it will be **securely** deleted.

How we will contact you

Big Beat Entertainment will use your phone number and email address to contact you according to your preferences, and from time to time we may use social media (e.g. Facebook, Twitter and message facilities in other platforms).

You can change your preferences at any time by contacting us. In the case of social media messages, you can manage your social media preferences via that social media platform.

How to change your preferences or update your personal data

Under data protection law you have the right to:

- be informed about our processing of your personal data
- have your personal data corrected if it is inaccurate
- object to processing of your personal data
- restrict processing of your personal data
- have your personal data erased
- request access to your personal data and information about how we process it
- move, copy transfer your personal data

If you believe any information we are holding on you is incorrect or incomplete, please email us as soon as possible. We will promptly correct any information found to be incorrect.

Cookie Policy

What is a cookie?

Cookies are text files containing small amounts of information which are downloaded to your device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. They are useful because they allow a website to recognise a user's device/ Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences and generally improve the user experience. They also help us understand visitor habits and to enable us to market our website.

Performance Cookies

Performance Cookies collect information about how visitors use a website, for instance which pages visitors go to the most and if they get error messages from pages. This kind of cookies don't collect information that can be used to identify a visitor. All information these cookies collect is combined and therefore anonymous.

The information is only used to improve how a website works. We use cookies for Google Analytics to enable us to track visitor quantities, locations and browsing habits and help us to improve our website and our services overall.

By using our website, you agree that we can place these types of cookies on your device.

No other information is stored in cookies and they are not used for any other purpose. Cookies can be deleted by clearing your browser cache/deleting web history.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should be aware that we don't have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and they are not governed by our privacy and cookie policy. You should exercise caution and look at the privacy statement of the individual website in question. We are in no way liable for any problems you may have when on another website that is not ours or under our control.

If you have any questions regarding how Big Beat Entertainment use your personal data or should any of your personal data need to be updated or you wish to change the way in which we contact you, **please contact our Data Protection Officer, Ann Sawford**
Email address: contact@bigbeatentertainment.co.uk
Office number: 01933 359278