

Corporate Amusement Services Limited - GDPR Policy

On 25th May 2018, the new EU General Data Protection Regulation (GDPR) came into effect.

Corporate Amusement Services Ltd are strongly committed to protecting the privacy of personal data that we maintain about our clients, employees and other businesses/individuals.

Consent – Article 7

By way of you placing an order with us, you are giving your consent for us to hold your personal data on file i.e.:

- Name
- Telephone number
- E-mail address
- Business/Home address
- + If different from the above:
 - Your Venue's Contact name
 - Your Venue's Contact Telephone number
 - Your Venue's Contact E-mail address
 - Your Venue Address

You will receive communication from us in the form of telephone calls and/or e-mails in relation to that order. With potential of a quick customer survey (to help us better your experience) and/or occasional marketing literature.

Having your information on file will also allow us to process any future requests in a more efficient and timely manner.

After a period of 24 calendar months (from the time of the order being placed), your information will automatically be deleted – Unless:

- We have received prior notification with regards to 'Right to erasure' (covered below)
- You have given us consent to keep your details on file for a longer period - useful facility for our regular clients

NOTE: Your details will **not** be passed onto any 3rd party companies.

Right of access by the data subject – Article 15

You have the right to request what personal data we hold (on you) and what it is being used for. To do so, kindly send us an e-mail to info@amusements.co.uk with a subject line of: 'GDPR – Right of Access' and we will happily reply

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Right to erasure ('right to be forgotten') – Article 17

You have the opportunity/right to opt out of receiving communications from us, at any time.

To do so, kindly send us an e-mail to info@amusements.co.uk with:

- A subject line of: 'GDPR – Please Remove Me From Your Database'
- In the body of the mail confirm who you are (full name) and business name if applicable
- Provide your CAS order number

NOTE: All the above is required so that we can find (the correct file) and delete your information. We will endeavour to delete your information by the end of the next working day.

If you decide that you don't want to remain on our database/receive communication from us any longer, please note that we may still be required to send you e-mails regarding factual, transactional and/or service information in connection with products/services that we are providing to you or the organisation through whom you are known to us.

Establishing, Exercising or Defending Legal Claims - Article 9

It may be necessary for us to process personal data, where appropriate and in accordance with local laws and requirements, sensitive personal data in connection with exercising or defending legal claims.

Article 9. 2-F of the GDPR allows this where:

"Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity"

This may arise for example where we need to take legal advice in relation to legal proceedings or are required by law to preserve or disclose certain information as part of the legal process.

Notification of a personal data breach to the supervisory authority – Article 33

In the unlikely event of a personal data breach, we shall without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the supervisory authority competent in accordance with Article 55; unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons.

More information about GDPR is available here: <https://gdpr-info.eu/>

If you have any questions, please contact us at info@amusements.co.uk