

## RbA Management Privacy Policy (updated 24/05/2018):

This notice explains when and why we collect personal information about you; how we use it, the conditions under which we may disclose it to others and how we keep it secure. It applies whenever we collect your personal data (including when you use our website), so please read it carefully.

Please note that our website may contain links to third party websites/digital platforms which are provided for your convenience. We are only responsible for the privacy practices and security of our own website. We recommend that you check the privacy and security policies and procedures of each and every other website /digital platform that you visit.

### Who are we?

Data is collected, processed and stored by RbA Management. We will be the 'data controller' of the personal information you provide to us. RbA Management is a limited company. Company Number: 03026854.

### Contact us about your data or our policy

If you have any questions about this privacy policy or about your personal data, please email us at [info@rbamanagement.co.uk](mailto:info@rbamanagement.co.uk) or write to us at the following address:

Data Protection Officer  
RbA Management  
37-45 Windsor St,  
Liverpool  
L8 1XE

### What information we collect & what we use it for

All personal information that we collect about you will be recorded, used, and protected by us in accordance with applicable data protection legislation and this privacy policy. We may supplement the information that you provide with other information that we obtain from our dealings with you. The following are examples, although not exhaustive, of how we collect your personal information:

- Sign-up to receive one of our newsletters
- Submitting an online enquiry
- Following/liking/subscribing to our social media channels
- Ask us a question or submit any queries or concerns you have via email or on social media channels
- Post information to our website or social media channels

Mostly, we use your data for the following purposes:

- To keep you up to date with relevant, industry related news relating to our clients and business
- To communicate with you regarding relevant business matters
- For fraud screening and prevention purposes
- For record keeping purposes

- To personalise and/ tailor any communications that we may send you
- For profiling purposes to enable us to personalise and/or tailor any marketing communications that you may consent to receive from us

We may use your personal information for legitimate interests such as direct marketing or under reasonable expectation to provide you with information you would expect to receive or that would benefit and enhance our relationship. This information will help us review and improve the services, events and productions that we offer.

Whenever we collect your personal data, you will be provided the opportunity to 'opt in' to receiving marketing

There may be some uses of personal data that may require your specific consent. If this is the case we will contact you separately to ask for your consent which you are free to withdraw at any time.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

#### How long will we keep your data for?

We will securely retain your information for as long as is reasonably necessary and in accordance with applicable law. If you wish to submit a request that your data be deleted, please write to us at the above address.

#### Children

Our website and services are not aimed specifically at children, however if you are a child and need further advice or explanation about how we would use your data, please email [info@rbamanagement.co.uk](mailto:info@rbamanagement.co.uk)

#### What are your rights?

Under data protection laws, you are entitled to request a copy of your personal data (otherwise known as a Subject Access Request). If you wish to make a request, please do so in writing addressed to our Data Protection Officer. A request for access to your personal data means you are entitled to a copy of the data we hold on you, such as your name, email, contact number, etc.

#### Changes to this privacy policy

We aim to meet high standards and so our policies and procedures are constantly under review. This privacy policy may change in the future, so we recommend that you check this page periodically in order to review the latest version.

#### Complaints about the use of personal data

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer by email or by post who will investigate further. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) at the following

address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF