

## **Privacy Policy Statement**

Dublin Dance Festival (“DDF” or “the Festival”) is committed to protecting your privacy and treats all personal data entrusted to us with the highest degree of security and confidentiality. This document will inform you on how and why we store your data, what type of data we hold, how it is used and what rights you have in relation to this processing.

### **Statement of GDPR Compliance**

All data is gathered and processed in accordance with data protection legislation, including the EU’s General Data Protection Regulation (GDPR), effective May 2018.

### **Identity of Data Controller**

DDF operates as a Data Controller, determining the purposes and means of processing personal data. DDF can be contacted - by calling +353 (0)1 679 8658 or by emailing [info@dublindancefestival.ie](mailto:info@dublindancefestival.ie). DDF offices are located at Festival House, 12 East Essex Street, Temple Bar, Dublin 2, Ireland.

### **Legal Basis for Processing Data**

DDF gathers and processes personal data on the basis of consent. Your information is used only to send you the information about Dublin Dance Festival which you have agreed to receive, to complete transactions in the manner consented to by you and to improve your experience on our website via cookies. You may withdraw consent for these operations at any time.

### **How Data is Collected**

Names and email addresses are collected via the newsletter sign-up page on our website when users input these details in order to receive announcements, updates and special offers regarding DDF activities.

IP addresses, browser types, domain names, access times and referring website addresses are collected via cookies, which are stored in users’ web browsers.

When ordering tickets, memberships or gift vouchers or when registering on our site, you will be asked to provide your name, address, phone number, email address or credit card details as applicable. This information is used to process your order and to provide you with

the service you have requested. If you have submitted credit card details, these will only be used for the purpose of processing an individual booking or order.

When booking on our site you will be asked if you wish to receive information e.g. news, updates, related product or service information etc. from Dublin Dance Festival. If you opt-in, we note this on your customer record. You can change your preference for communication at any point and this will be updated by us immediately. You can also automatically unsubscribe from our email newsletter at any time by selecting the 'unsubscribe' option at the bottom of any DDF email.

### **How Your Data is Used**

DDF uses personal data for the purposes of communications, improving the user experience on our website, marketing and processing payments. Data regarding a person's accessibility requirements may be collected during the ticket purchase process in order to provide for persons with disabilities at Festival events.

Personal data is held and processed until such time as you communicate to us in writing that you wish for them to be removed. Data is retained by the Festival except where collection and processing is facilitated by third-party data processors. The Festival contracts with trusted third parties in order to provide exceptional services which the Festival is not able to offer on its own. Examples of authorised third-party data processors include MailChimp and Ticketsolve.

DDF never sells or rents personal data to any third parties and will not share your personal information with an unauthorised third party unless required to do so by law.

MailChimp processes data in the United States and adheres to the EU-U.S. Privacy Shield framework, which certifies the responsible and compliant handling of personal data between these entities. MailChimp facilitates the collection and storage of contact details for the Festival, which allows us to create distribution lists, send emails including marketing communications and place online advertisements. Data may be transferred to MailChimp sub-processors which perform critical services for MailChimp such as the prevention of abuse and customer support. For more information, see MailChimp's Privacy Policy.

Ticketsolve processes data in Ireland and the U.K. but may transfer data to areas outside the European Union for storage and/or processing. Ticketsolve provides a ticket-purchasing platform for all DDF ticketed events. For more information, see Ticketsolve's Privacy Policy.

### **How We Use Cookies**

The Festival allows cookies on its website in order to improve the visitor experience. Cookies are files which are used by most websites. They are stored in your browser and are used to personalise your online experience.

When visiting the Festival website, you are given the opportunity to consent to this use via an onscreen pop-up. If you do not wish to consent to this use, consider disabling cookies in your browser settings. For more information on cookies, including reference information on how to check and delete cookies please see [www.whatarecookies.com](http://www.whatarecookies.com)

The information obtained via cookies is kept as minimal as possible and is processed only for Google Analytics.

### **Your Data Rights**

You have many legal rights when it comes to the personal data you provide. These include the right to withdraw your consent at any time, to know what data is being held about you, to request the removal of your personal data from all DDF records and to have this action completed in a timely manner, to object to certain processing of your data, to restrict how your data is used and to lodge a complaint about the handling of your data with a supervisory authority.

You may exercise any of these rights by submitting a written request to Dublin Dance Festival at [info@dublindancefestival.ie](mailto:info@dublindancefestival.ie) or by post to:

Dublin Dance Festival, 12 East Essex Street, Temple Bar, Dublin 2, Ireland.

You can also automatically unsubscribe from our email newsletter at any time by selecting the 'unsubscribe' option at the bottom of any DDF email newsletter.

### **Data Breach Policy**

Dublin Dance Festival takes the necessary measures to ensure your personal data is protected including encryption, password protection and physical safeguards. In the unlikely event of a significant data breach, Ireland's Data Protection Commissioner and all affected individuals will be notified within the required legal time frame.

### **Changes/updates to our Privacy Policy Statement**

Dublin Dance Festival reserves the right to make amendments to this Privacy Policy Statement as required.