

THE EDGE



UNIVERSITY OF
BATH

PRIVACY NOTICE

We are committed to protecting your privacy online and to this end have developed the following privacy notice to deal with issues which may concern you. Please read the following information to understand how your personal information will be treated. This may change from time to time so please check it periodically.

Our commitment to your privacy:

Our secure server ensures that your personal details stay personal.

Registration

The Edge at University of Bath uses Spektrix to process box office transactions. When you book online you will be asked to register as a current or new user. Online booking requires your email and a password of your choice to create a unique account. All your personal information (card details etc.) will only be entered into the secure area of the box office Spektrix site. Once your booking is complete you will receive an email confirmation to verify and confirm your booking.

Logging Off

There is no need to log off once you have completed your booking as the site, and your personal information will remain secure after your booking transaction is complete. This means if you would like to continue browsing the site and then decide to book for another production you will already be logged in. Once you close or exit the website you will be automatically logged off after a short period of time and you will need to re-enter your details if you would like to book again.

Data Protection

The Edge takes the privacy of its customers very seriously. Please read the following to understand how we will treat your personal information when you use our site. We operate and are registered in accordance with current data protection legislation.

The information we collect:

In order to provide you with the best service we only collect personal information about you (for example your name, address, telephone number, email address and credit card details) when you specifically provide us with such information on a voluntary basis, for example when purchasing or enquiring about tickets online to process the transaction and fulfil your order. Personal information will be held on our system and used for operational purposes such as the processing of bookings and for mailing list subscriptions.

When you register to receive email bulletins and provide us with preferences we will store your email address together with any other information you may provide as part of the personalisation process.

If you would like to revise the information provided to us at any time, or feel what we currently have on record is incorrect, you may update the information by clicking the unsubscribe link at the bottom of any email you receive from us, or by updating your preferences in the **My Account** section of the website when you are logged in. Alternatively you can email edge-info@bath.ac.uk and we can update your record for you.

Consent:

By disclosing your personal information to us using this website or over the telephone, you consent to the collection, storage and processing of your personal information by The Edge in the manner set out in this Privacy Policy.

What do we do with your personal information?

The Edge uses your personal information to sell you the tickets you request and keep you informed about the events you have purchased tickets for.

When purchasing tickets you are given the opportunity to opt in to receiving news and information from The Edge and other arts organisations. We will only pass on your Personal Information if the relevant permission has been given. In these instances, we supply your Personal Information for one-off use by the other arts organisations.

If you have chosen to receive them, we will also use your information to provide you with email bulletins and other email alerts keeping you up-to-date with relevant offers at The Edge. Each email we send you offers you the opportunity to amend your preferences, or you can ask us to do this, by emailing edge-info@bath.ac.uk. We may also use the information to process any transactions you undertake with us and for internal administration and analysis. We do not sell, rent or trade your personal information to third parties for marketing purposes without your consent.

We will use the information that you provide to deal with your request or enquiry.

We will never share financial information with third parties.