

# Privacy Notice

Quasar Elite Nottingham is owned by Master Sword Entertainment Limited.

The data controller for Quasar Elite Nottingham is Master Sword Entertainment Limited. A data controller determines how and why personal data is processed.

## What data we need

The personal data we collect from you includes:

- name, postal address, email address, telephone number
- payment details - for example charging your bank card as payment
- birthday party child's age and name

The legal basis for processing this data is for the facilitation of a contract.

## Why we need it

We collect data in order to:

- liaise with you in relation to your booking or event
- gather feedback to improve our services
- respond to any feedback you send us, if you've asked us to
- send email alerts to users who request them
- collect payment for our services

## What we do with your data

We will not:

- sell or rent your data to third parties
- share your data with third parties for marketing purposes

We will share your data if we are required to do so by law – for example, by court order, or to prevent fraud or other crime.

## How long we keep your data

We will only retain your personal data for as long as:

- it is needed for the purposes set out in this document
- the law requires us to

In general, this means that we will only hold your personal data for a maximum of 1 year.

## How we protect your data and keep it secure

We are committed to doing all that we can to keep your data secure. We have set up systems and processes to prevent unauthorised access or disclosure of your data – for example, we protect your data by keeping documents locked away or password protected and staff adequately trained.

# Privacy Notice

## Your rights

You have the right to request:

- information about how your personal data is processed
- a copy of that personal data
- that anything inaccurate in your personal data is corrected immediately

You can also:

- raise an objection about how your personal data is processed
- request that your personal data is erased if there is no longer a justification for it
- ask that the processing of your personal data is restricted in certain circumstances

If you have any of these requests, get in contact with our Data Protection Officer.

## Changes to this policy

We may change this privacy policy. In that case, the 'last updated' date at the bottom of this page will also change. Any changes to this privacy policy will apply to you and your data immediately.

If these changes affect how your personal data is processed, Quasar Elite Nottingham will take reasonable steps to let you know.

## Contact us or make a complaint

Contact the Data Protection Officer (DPO) if you:

- have any questions about anything in this document
- think that your personal data has been misused or mishandled

Data Protection Officer  
Quasar Elite Nottingham  
22 Cranbrook Street  
Nottingham  
NG1 1ER

You can also make a complaint to the Information Commissioner, who is an independent regulator.

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