



## Information we hold

Our information management policy requires us to use your personal data so that we can conduct business with you and we therefore store and process the following personal or organisational data:

- Your name or business name
- Your postal or correspondence address
- Your email address
- Your contact telephone number

In carrying out our operations we also generate and retain detailed operating and condition information, including venue and/or event images. Your personal possessions may be visible in these images. Photos during events may be shared via our website or social media. If you do not consent to this sharing you must notify us in writing prior to your event.

## IT Systems

Your personal information is held on ThirstyWagon's operational database system and some of this information is transferred to our accounts & billing system (Xero) via an interface. Both systems use industry standard security protocols and the data is held on hardware in data centres rather than on hardware at ThirstyWagon's offices.

Correspondence via our website is via Google and held on Google central data centres rather than on hardware at ThirstyWagon's office.

Payment system – Customers pay ThirstyWagon's invoices via the online payments system PayPal. By using this system your personal financial information is held by Paypal only and not shared with ThirstyWagon and you, as a user of the Paypal payment system, have a business relationship with Paypal that includes how they manage your information.

Please do get in touch if you have any questions on how we hold and process your information and as is your right we can provide the detail to you of the personal information we hold.