

Privacy Policy

Introduction

Megagame Makers is committed to maintaining the privacy and security of your personal data. This Privacy Policy explains how we collect, use, share and protect your personal data.

It is important that you read this Privacy Policy so that you are aware of how and why we are using your personal data.

1. Who we are

Megagame Makers is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. Where we act as a data controller, we are required under data protection legislation to notify anyone who provides personal data to us, either directly or through a third party, of the information contained in this Privacy Policy.

Megagame Makers is also its own “data processor” for data used to make event bookings and to administer events.

If you have any queries about this Privacy Policy, please contact Megagame Makers at MegagameAdmin@megagames.org.uk

2. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where it is necessary for our legitimate interests and your interests and fundamental rights do not override those interests.
- Where we have obtained your consent to processing your personal details (mainly your email address) by virtue of the fact that you knowingly signed-up to receive newsletters and other direct marketing material from us.

You have the right to withdraw consent to marketing at any time by contacting us.

3. The personal data we collect from you

Enquiries and Ticket Purchases

You may give us information about you by making a booking to attend an event, by paying a game fee to a designer, by signing up to our marketing mailing list, or by corresponding with us by email, phone or otherwise.

When you request information or make enquiries about any of our services or events, we may collect the following categories of personal data about you:

Personal contact details such as name and personal email addresses.

We may use the personal data you provide in order to fulfil your request or respond to your enquiry. It is in our (and your) legitimate interests to use your personal data in this way so that you receive the information you have requested.

If you book to attend one of our events, or pay a game designer for that event, we may collect the following categories of personal data about you:

Personal contact details and payment details

Personal contact details are items such as name, title, addresses, telephone numbers and personal email addresses

It is in our legitimate interests to collect and use the above information in order to provide you with the information you need to participate in that event. We may also use the information we collect to contact you regarding administrative matters relating to our events and services.

Feedback

After attending an event, we may ask you for your opinions by way of a number of scores as “feedback” to ourselves. This information is always voluntary. The information is used for our legitimate interest of improving games and to assist place players in appropriate roles at future events.

Marketing

Where you have explicitly consented to do so, we may use your personal data to inform you of special offers and new or existing services or events we offer that are similar to those that you have already purchased or enquired about. This may also include surveys or questionnaires so that we can learn more about your needs and interests.

If you would prefer that we do not send such communications to you, please follow the opt-out links on any marketing message or contact us using the contact details in this Privacy Policy (of course, those marketing messages will only be sent to you because you have opted-in to receive them). Please also see the section entitled “Your rights as a data subject” in this Privacy Policy.

Parents and guardians

We collect personal data as described above. However if you are under 16 years of age and want to request information, attend an event or contact us, you must ask your parent or guardian for apply on your behalf and to accompany you. We will not retain personal information about anyone under 16 years of age.

4. When and how we share your personal data with others

We may share your personal data with third parties where required by law, where we have obtained your consent to do so or where we have a legitimate interest in doing so. Such third parties may include the following:

- Our service providers: we may share your personal data with other companies that perform certain services on our behalf. These services may include processing payments, providing customer service and marketing assistance. These service providers may be supplied with or have access to your personal data solely for the purpose of providing these services to us or on our behalf. Examples of these service providers are Mailchimp and Paypal.

5. Security of your information

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those who have a legitimate need to know. They will only process your personal information on our instructions or as otherwise agreed and they are subject to a duty of confidentiality.

6. Our storage and retention of your personal data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for. We shall delete your data (or anonymise it if we need to keep it for historical, statistical or research reasons) at a period of 10 years after your last attendance at an event. We reserve the right to change this period if appropriate. You always have the right to ask us to delete your data; please contact us using the contact details in this Privacy Policy if you would like more information.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

7. Your rights as a data subject

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example, if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal data to another party.

If you want to review, verify, correct or request erasure of your personal data, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us by email using the contact details in this Privacy Policy.

No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances .

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Your right to withdraw consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please follow the instructions in any marketing provided or contact us using the contact details in this Privacy Policy. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

8. Limitation of Liability

Megagame Makers undertakes to make every reasonable effort to ensure the proper and appropriate use of your data. Where we have done so and use a third party to process your data then, should that third party not abide by its lawful responsibilities, then you accept that providing us with your personal data is an acceptance that we will not be liable for any injury, loss or damage the actions by the third party might cause.

9. Changes to this Privacy Policy

We review our policies from time to time. If this results in changes, then we reserve the right to update this Privacy Policy, and we will provide you with a new Privacy Policy when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.