



Schedule of Processing, Personal Data and Data Subjects

Subject matter of the Processing

venue and event management

Duration of the Processing

Subscription Term plus 30 days

Nature and purposes of the Processing

Personal data is processed to enable the Customer to:

- manage room & resource hire
- event planning
- artistic programming
- production scheduling
- finances
- staffing
- tasks & workflow
- scheduled reporting
- automations
- integrations

This is not an exhaustive list and the extent of the personal data processed in [ArtifaxEvent](#) and [ArtifaxAgora](#) is determined and controlled by the Customer at their sole discretion.

Type of Personal Data

- name
- physical address
- email address
- phone number
- password
- life history (events attended, for example)
- job title



- communications

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Categories of Data Subject

- Prospects/Customers
- Suppliers
- Performers
- Attendees/Guests
- Volunteers/Docents
- Employees
- Users

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Plan for return or destruction of the data once the Processing is complete

Personal data in [ArtifaxEvent](#) and [ArtifaxAgora](#) will be securely destroyed 30 days after the termination of the Agreement unless otherwise agreed upon in writing.