

## **BEDFORDSHIRE FESTIVAL OF MUSIC, SPEECH AND DRAMA DATA PROTECTION POLICY**

Bedfordshire Festival of Music, Speech and Drama needs to collect and use certain information about individuals in order to successfully run the Festival. Bedfordshire Festival of Music, Speech and Drama regard the lawful and correct treatment of personal information to be very important. We ensure that our organisation treats personal information lawfully and correctly. To this end we fully endorse and adhere to the eight principals of data protection as detailed in the Data Protection Act 1998 as listed below:

1. Information must be processed fairly and lawfully,
2. Information must be obtained and used only for specified and lawful purposes,
3. Information must be adequate, relevant and not excessive,
4. Information must be accurate and where necessary, kept up to date,
5. Information must be kept for no longer than necessary,
6. Information must be processed in accordance with individual's rights,
7. Information must be kept secure,
8. Information must not be transferred to countries that do not offer adequate data protection.

Access to information is limited to those with a strict need to know, however, all Festival personnel should be aware of the principles and understand how to apply them.

The Festival is exempt from the notification requirements of the Act.

To comply with the DPA The Festival will:

1. Only obtain information necessary for the purpose of running the Festival,
2. Ensure that individuals are aware of what information is being collected and how it will be used,
3. Ensure that all information is kept securely – electronic data will be encrypted and paper copies will be kept in a room which can be locked when not manned,
4. Ensure that all information is accurate and up to date,

5. Not keep information for longer than is necessary and securely destroy information no longer required.
6. Limit access to information to those with a need to know.
7. Train all Festival personnel in their duties and responsibilities under the Act.
8. Not release information to any third party without first seeking authority from the individual or their guardian.

Requests for information will only be considered when made in writing for the attention of the Data Protection Officer and should be sent to 62 Sudeley Walk, Bedford MK41 8JJ. Before releasing information requested, the identity of the individual will be confirmed. Requests will be dealt with within 60 days.

A Data Protection Officer will be appointed to deal with any Data Protection Issues.

The Data Protection Policy will be reviewed annually.

Date implemented: April 2009

Reviewed and re-adopted by the Festival Committee – February 2015