

## GENERAL DATA PROTECTION NOTICE

### 1. THE FESTIVAL

The Bedfordshire Festival of Music Speech and Drama (The Festival) exists to advance and encourage the study and practice of the arts of Music, Speech and Drama by providing a platform for amateur performance combined with an educational element from professional adjudicators. By working in partnership with parents, carers and teachers, we seek to provide a caring environment with the highest possible protection for children and vulnerable adults. The Bedfordshire Festival of Music, Speech and Drama is a registered Charity run by volunteers.

As a Data Controller, The Festival is responsible for decisions about the processing of personal data, how it is collected and ensuring the security of your data.

### 2. DATA WE KEEP

Personal Data is information which relates to an identifiable, living individual. Processing of personal data is governed by the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

The Festival needs to keep data in order to carry out the work necessary in staging a festival. Data collected includes names, contact details (address, email, telephone number), bank details and in the case of school age children age and school (for the purposes of complying with Child Performers Legislation).

Individuals whose data is retained include; performers, those making entries, committee members, trustees, stewards, adjudicators, official accompanists, advertisers, sponsors/donors/friends and anyone else directly associated with the Festival.

### 3. HOW WE USE AND SHARE YOUR DATA

The Festival is committed to complying with its obligations under data protection legislation to use your information properly and fairly; to store information securely, protect from misuse, unauthorised access and loss; to ensure information is up to date; only collect information required for the purpose of running the festival; destroy safely when no longer required.

We use your data for the following:

- Running the festival – communicating with committee members and other festival personnel.
- Communicating with entrants and their representatives through the festival secretary.
- Communicating with accompanists, adjudicators and stewards through the festival secretary and chief steward respectively.
- Managing finances such as entry fees, sponsorship and advertising through our treasurer, festival secretary, friends' secretary and fundraising secretary respectively.

- Managing trophies through our treasurer and trophies secretary.
- Sharing relevant data with appropriate local authorities in compliance with the Child Performers Legislation.
- It may be necessary to share some data with the Charity Commission and HMRC, particularly relating to Trustees.

There may be cases where additional disclosures are permitted by law such as to assist the police to detect crime or share with local authorities in relation to safeguarding issues. We would always attempt to notify you before doing so.

We do not share data with third parties except where stated above. If we wish to use your data for a new purpose we will seek your consent before doing so.

#### 4. THE LEGAL BASIS FOR PROCESSING DATA

There are a number of different legal bases for The Festival to process data;

- Legal obligations which apply to The Festival including dealing with our accounts, The Charity Commission and HMRC.
- Carrying our activities within Legitimate Interests of The Festival where they do not cause detriment or damage to the rights and interests of individuals.
- Following guidance and recommended best practice as required by Law, Government and Regulatory Bodies.
- With additional consent we retain photographs taken by our official photographer for use on our website, social media platforms, local press and future publications such as Syllabus, Programme, Notes & Lines etc.

Whilst “special category personal data” (sensitive data such as health information) may be provided to The Festival in relation to our Safeguarding Policy, we do not record or retain this information.

#### 5. HOW WE COLLECT AND STORE DATA

Data is collected via our secure on-line entry system. Some data is collected on signed paper forms e.g. Trophy management.

All data is kept on secure electronic platforms which can only be accessed by those authorised. Where paper records are retained, they are stored in secure containers.

Data is retained for as long as is reasonably required for the purposes of running The Festival and in line with legal requirements.

## 6. YOUR RIGHTS

Subject to exemptions under data protection, you have the following rights with respect to your personal data;

- The right to request a copy of your personal data held by The Festival.
- The right to request that The Festival corrects any personal data which is inaccurate or out of date.

The Festival processes data with your consent, however, you retain your right to withdraw your consent and may request for your data to be deleted. This may result in your involvement with The Festival being removed without reimbursement of fees paid. We may refuse this request where there is a reasonable legal obligation or legitimate interest.

Further rights:

- In certain circumstances you have the right to object to The Festival processing personal data about you.
- In the case of a dispute relating to the accuracy of the data or the processing of data, a restriction will be placed on further processing until the dispute is resolved.
- Subject to legal obligations and legitimate interest, you have the right to have your data erased where it is no longer necessary for The Festival to retain the data.
- You have the right to lodge a complaint with the Information Commissioner's Office.

## 7. CONTACT DETAILS

In the first instance please direct any queries to the Data Protection Office via the Festival Secretary;

[festival@bedfordshirefestival.org.uk](mailto:festival@bedfordshirefestival.org.uk)

07824 829097

You can also contact the Information Commissioner's Office

[www.ico.org.uk](http://www.ico.org.uk)

0303 123 1113

This Policy is reviewed regularly.

Last review: June 2020