

## PRIVACY POLICY

To be read in conjunction with the full General Data Protection Regulations Policy

The Bedfordshire Festival of Music, Speech and Drama (The Festival) needs to collect and use certain information about individuals in order to run the Festival successfully. The Festival ensures that personal information is treated lawfully and correctly. The Festival has a legitimate interest in processing your data as part of its work and it is reasonable to expect that you provide this information to complete this work.

Data collected may include:

- Name
- Contact details – Address, Email, Telephone number
- School (required for Child Performers Legislation)
- Age / Date of Birth (required for Child Performers Legislation)
- Bank Details
- Photos taken with consent by our official photographer

Data will be collected through our secure on-line system and stored securely. Access to information is strictly limited. All Festival personnel are trained in their duties and responsibilities in accordance with the General Data Protection Regulations and the Data Protection Act 2018.

Information will not be shared with third parties with the exception of where there is a legal requirement for us to share information; this would include Local Authorities for the purposes of complying with the Child Performers Legislation.

If you have any questions regarding the policy or the information we hold about you, please contact the Festival Secretary in the first instance who will forward your request to the Data Protection Officer.

Our Privacy Policy is kept under regular review.

Last reviewed June 2020