



Charity Number 1154232

## PRIVACY POLICY

### Background

The General Data Protection Regulation (GDPR) is effective from 25 May 2018 and replaces the Data Protection Act. It introduces new requirements on how organisations process personal data and gives people more say on how their data is used. It is not affected by Brexit.

This Privacy Policy sets out how Lymm Festival uses and protects any information you give us. If we ask you to provide any information by which you can be identified, it will only be used in accordance with this Policy.

We reserve the right to change this Policy occasionally if there is good reason for so doing.

### The Six Principles

Personal data / information:-

- 1) Must be processed lawfully, fairly and transparently
- 2) Should only be obtained and used for specific lawful and compatible purposes
- 3) Must be adequate, relevant and limited to what is necessary
- 4) Must be accurate and kept up to date
- 5) Must not be kept for longer than is necessary
- 6) Must be protected by appropriate security

### What personal data do we collect?

- Full name and title
- Postal address including postcode
- Email address
- Contact phone numbers
- Photographs of performers and attendees at events
- Gift Aid status of Friends

This may be held electronically or on paper. We believe we have a legitimate interest in holding this data or we have obtained it by consent.

### What kind of information is held and why?

- Recipients of email newsletters – to enable people to be informed about Festival activities. Consent is obtained by asking people to actively opt-in by

ticking an 'unticked' box. Similarly we provide a tick-box to enable you to opt-out.

- Volunteers – for Event Organisers to request assistance with marshalling, stewarding and other tasks required for the safe and efficient running of events
- Box office Volunteers – for the Box Office Organiser to prepare a rota of helpers to run the Box Office
- Friends of the Festival – for the Friends Organiser to request annual renewals and to inform them of events for Friends
- Sponsors – for the Sponsorship Organiser to request sponsorship of the Festival
- Event Organisers – to ask organisers of events put on under the umbrella of the Festival if they wish to run an event next year and to communicate with those who have applied to hold an event, to facilitate its inclusion in this year's Festival
- Purchasers of tickets – to contact them if there are any problems
- Event Guide Deliverers – to ask deliverers to deliver the printed Event Guide house-to-house
- Contact Lists (i.e. other people involved with the Festival one way or another such as media contacts, performers, agents, venue representatives) – to request their participation in Festival activities
- Grand Draw ticket purchasers – to inform winners of Grand Draw prizes
- Photographs of performers or attendees at events – to promote the Festival in our marketing and promotional material and to keep a historic archive of the Festival

Data obtained for a specific purpose cannot be used for another purpose at a later stage without the owner's explicit consent.

### **How long do we keep it?**

- Email newsletters – until someone chooses to opt-out
- Volunteers – until such time as they do not volunteer for two successive years
- Box office Volunteers - until such time as they do not volunteer for two successive years
- Friends – until such time as they do not renew for two successive years
- Sponsors - indefinitely
- Event Organisers - indefinitely
- Purchasers of tickets – for twelve months
- Event Guide Deliverers - indefinitely
- Contact Lists - indefinitely
- Grand Draw ticket purchasers (stubs) – until next year's Draw is underway
- Photographs - indefinitely

Individuals have the 'Right to Erasure' also known as the 'Right to be Forgotten' if they wish their information to be deleted because there is no compelling reason for it to be kept any more. However this Right does not override requirements to hold information under other legislation. For

example there is a legal requirement to keep financial records for seven years.

### **Security and Control**

We are committed to ensuring your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

We will not provide your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information we hold about you and clarification about what we do with it by contacting [data@lymmfestival.org.uk](mailto:data@lymmfestival.org.uk) This request covers any supplementary information we may hold on you through added notes

If you believe that any information we hold about you is incorrect or incomplete, please contact us at the above address.

### **Links to other websites**

Our website contains links to other websites. This particularly applies to links to our Sponsors' and Performers' sites. Once you have used these links to leave our site, we do not have any control over the other website. Therefore we cannot be responsible for the protection and privacy of any information you provide whilst visiting these sites. These sites are not governed by our Privacy Policy and you should look at the Privacy Policy of the website in question.

### **Complaints**

You have the right to complain to the Information Commissioners Office if you are unhappy about the way we are handling your data.

### **Data Protection Officer**

Lymm Festival does not have a Data Protection Officer (DPO) but the Chairman is responsible for data protection compliance.

23 May 2018  
Version 2