



PRIVACY POLICY

We know that your privacy is very important to you. We promise that it is just as important to us.

1. How we collect personal information about you

We may collect personal information from you when you interact with Ashby Arts Festival. This may be when you phone us, contact us via our website, email us, write via the post, or in person. Occasions when this could happen, are for example: if you enquire about our activities, enter our competitions, sign up for a workshop, make a donation/grant to us, join our committee or attend one or more meetings, or volunteer (including participation in our Outdoor Gallery).

2. What information do we collect?

The personal information we collect will normally simply include your contact details such as name, email address, postal address, and telephone number. For signing up for age restricted activities we may need to confirm your age or the age of your child. Performers/activity providers and venue managers may additionally be asked to provide copies of their Public Liability Insurance and Child Protection documentation which may include personal data. We pay suppliers only by cheque so we do not require or collect your bank details unless you print them on your invoices which we are required to keep for accounting purposes. We take photos at our events for use in our own and our sponsors' publicity. Notices with full information will be placed at all events where we are taking photographs and images of children, except where taken in a public place, will not be used unless we have a completed permission slip.

4. How do we use personal information?

We may use your personal information to:

- Respond to your direct enquiries for information
- Send you minutes of the committee meetings you have attended. One off meeting attendees will be put on blind copy of emails only.
- Fulfil a contract or service with you, or where we believe you will expect to be updated and contacted by us.
- Provide joining instructions for workshops you have signed up for
- Notify any changes to arrangements from those indicated in application forms for competitions you have applied for and of any prizes you have won.
- Photos will be used for publicity purposes by ourselves and our sponsors.
- Provide instructions, plans and safety information to volunteers including:
 - Communicating with artists who paint boards for our outdoor galleries
 - Communicating with landlords who host boards on their properties

- Allocating tasks to volunteers during the course of the running of the festival

You can of course ask us at any time to change how we contact you, simply contact us through our web page contact form.

We may need to process or disclose your information if required to do so by law (for example, to comply with applicable laws, regulations and codes of practice or in response to a valid request from a competent authority);

6. The Legal Basis for holding your data

We do not send newsletters or direct marketing and will not therefore be seeking consent to do so. Photographs of children at our events are held on the basis of parental permission slips. Photos in public places do not require permission but our photographers will ask you before taking any which include the faces of you or your children.

All other data is held on a lawful basis not requiring consent and relating to:

Contract Purposes – necessary for the delivery of the contract or service we provide to customers or receive from suppliers or for validating expenditure of grant monies.

Legal Purposes – to meet the legal obligations we have for keeping accounting records and health and safety records (e.g. incidents recorded in our accident book)

Legitimate Interest – this covers all the committee and volunteer activities where it is reasonable for you to expect us to contact you with information relating to the running of the festival and your part in it.

5. Your rights

Notwithstanding any legal obligations we have to hold your data, you have the right to withdraw as a committee member or volunteer at any point and request deletion of your information. You have the right to object to any of the processing we do if you think it is not on a valid basis and restrict how we use your data. You have the right to complain to the Information Commissioners Office if you feel we have breached your privacy. You have the right to request to see the personal data we hold about you. Please contact us with any concerns so we can have the opportunity to clarify further the purpose of any processing and correct any errors.

6. Who sees your personal information?

The personal information we collect about you will be used by our committee, sponsors, suppliers (e.g. workshop leaders) and other volunteers so that they can deliver our festival activities. We may also have to provide your data to legal and regulatory authorities if required to by law. We will provide your data to the emergency services in order to protect your vital interests or if required as part of a legal or regulatory investigation. Photos will be shared for publicity purposes by ourselves and our sponsors. We will never sell or share your personal information with organisations so that they can contact you for any marketing activities.

7. Your Information Security

We take the security of your personal information extremely seriously. We've implemented appropriate physical, technical and organisational measures to protect the personal information we have under our control, both on and off-line, from improper access, use, alteration, destruction and loss. And, we only keep it as long as is reasonable and necessary, which may be to legal obligations. Here are some of the ways we protect your personal information:

- Your personal information is kept :

- in spreadsheets or email contact lists, held on passworded computers or phones with up to date security software
 - Photos are kept in secure online storage or offline on the computers or hard drives of our marketing leader.
 - or in paper files kept in secure domestic or commercial premises
- and only accessible by the relevant committee member, supplier, volunteer or booking agent responsible for the activity in question.

9. How to update or access your personal information

You have an obligation to keep any personal data we hold about you up to date for the duration of our relationship. You may ask us at any time to update your details, correct or remove information you think is inaccurate using our web page contact form.

You can also use this method to exercise your rights – for instance to request a copy of your personal information we hold.

Policy Adopted:24th May 2018 Review Date: May 2019

Signed: Barbara Royds..... - Chair