

## **NAILSEA FESTIVAL OF MUSIC – PRIVACY AND DATA PROTECTION POLICY**

### **Why do we need your data?**

We need to collect and store some of your details for the purpose of running and administering the Festival.

### **What data do we collect?**

We need the following information, supplied by you, for anyone entering the Festival:

Name, address, contact telephone numbers, email address, dates of birth and school attended for those under 18.

### **What do we use it for?**

The data is held solely within the legal basis of the 'legitimate interests' of the Festival to enable it to take place, by accepting entries, ensuring these are within the appropriate age groups, and keeping entrants informed of the timetable for the Festival. Names **only** are used to prepare certificates, mark sheets, be listed in the Festival programme and to compile a list of winners which is displayed on our website. We will also use the contact data to advise former entrants of winners' concerts which may be held from time to time.

### **Do we share the data with anyone else?**

- We will never give your data to third parties without your consent.
- We use the third party services of RunMyFestival to store and process your data so that Festival timetables, certificates and mark sheets can be prepared. Please see their privacy policy when you enter online.
- We may be required to share data for those under 18 with North Somerset Council to comply with Child Licensing requirements.

### **Your rights.**

You can ask to see, and if necessary, correct and amend any data held by us by request to the Secretary. Permission will be sought specifically to use any photographs taken on Festival day, and names will not be attributed to entrants unless they request us to do so.

### **Data review.**

Any paper entry forms which we receive will be processed through the online entry system, and destroyed after two years. If at any time you wish your data to be removed from our system, you can request this. Data stored via RunMyFestival will be reviewed every year, and details of entrants who have not participated in the previous two years will be deleted.