

# PRIVACY NOTICE

**The Chichester Festival for Music, Dance and Speech** takes great care to preserve your privacy and safeguard any personal data you provide to us. This Privacy Notice explains how we will collect and use your personal data.

We may change this Privacy Notice from time to time so please check regularly to ensure that you are happy with any changes.

## 1. Who we are

We are the Chichester Festival for Music, Dance and Speech and a registered charity - Charity Number 1040782 and our administrative address is 6 Poyntz Close, Chichester PO19 8SY.

## 2. When you:

- enter the Festival through our third party entry system (Play & Perform at [www.playandperform.co.uk](http://www.playandperform.co.uk)) we will receive your name, address, telephone, and email address;
- enter one or more people into our competition we will receive the name, gender and date of birth of the person and where applicable the name of the school attended. We will also receive details of any physical disability if they enter information in the relevant section. We do not ask for or store other personal details of an entrant except where the entrant is yourself.

## 3. How do we use your personal data?

- a. Processing your entry to take part in the Festival;
- b. Keeping you updated about your entry to the Festival;
- c. Sending you copies of our syllabus;
- d. Keeping you updated about future festivals;
- e. Processing any applications for a volunteer role within the Festival;
- f. Processing any donations made to us;
- g. Including your name in our printed programme;
- h. Processing rotas for volunteer stewards during the Festival;
- i. Processing your application to be involved in our governance such as becoming a member of our Committee;
- j. Responding to a general enquiry made to us;
- k. Dealing with a complaint or concern raised to us about one of our volunteers;
- l. Including your photo or name on our website or social media.

## 4. Who do you share my personal data with?

We will only ever use your personal data to manage your festival involvement with us including keeping you up to date with any Festival news.

If you are not involved in taking part in the Festival then we will only use your personal data to deal with the issue or enquiry that you have raised directly with us.

We will never sell your details to any third party and we do not buy any personal data.

If you have made a Gift Aid declaration, we may need to disclose the information you have provided as part of the Gift Aid declaration to HMRC for the purpose of reclaiming Gift Aid on your donation(s).

We may share or disclose your personal data if we are required to do so by any law or court order including the appropriate Local Authority in order to comply with Child Performance Licencing requirements.

## **5. What is the legal basis for processing my information?**

In some cases, we will only process your personal data where we have your specific consent to do. For example, to include your name in our programme, to use your photo on our website and to stay in touch with you about our next festival or concert.

We may also process your personal data because there is a legitimate interest for us to do so as part of our work and it is reasonable for you to expect that your information would need to be processed by us for us to complete this work. For example, it is reasonable for us to collect your name, address and contact details to be able to process your festival entry and you would reasonably expect this to happen for your festival entry to proceed.

Whenever we process your personal data under the legitimate interest lawful basis, we make sure that we consider your rights and interests and will not process your personal data if we feel that there is an imbalance or you would not reasonably expect your data to be processed in this way.

## **6. How do you keep my information secure?**

We have implemented appropriate physical, technical and organisational measures to protect the personal data from improper access, use, alteration, destruction and loss.

Our website may contain links to other sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites. Please be aware that advertisers or websites that have links on our site may collect personally identifiable information about you. This privacy statement does not cover the information practices of those websites or advertisers.

Those websites may have their own privacy policies and we encourage you to look at those policies or contact the website operators directly to understand how your personal data is used.

We may send communications to you by email. Email is not a fully secure means of communication and whilst we do our utmost to keep our systems and communications protected we cannot guarantee this.

## 8. Your rights

You have various rights in respect of the personal data we hold about you. These rights are set out in more detail below:

- a. The right to be informed about the collection and use of your personal data;
- b. The right to access your personal information;
- c. The right to object to processing of your personal information;
- d. The right to restrict the processing of your personal information;
- e. The right to personal data portability;
- f. The right to rectify your personal information;
- g. The right to erase your personal information;
- h. Rights in relation to automated decision making and profiling.

If you make a request relating to any of the rights listed above we will consider each request in accordance with all applicable data protection laws and regulations. No administration fee will be charged for considering and/or complying with such a request unless the request is deemed to be excessive in nature.

Upon successful verification of your identity you are entitled to obtain the following information about your own personal information:

- a. The purposes of the collection, processing, use and storage of your personal data.
- b. The categories of personal data stored about you;
- c. The recipients or categories of recipients to whom your personal data has been or may be transmitted, along with the location of those recipients;
- d. The envisaged period of storage for your personal data or the rationale for determining the storage period;
- e. The use of any automated decision-making and/or profiling.

If you want to exercise any of these rights or make a complaint, you can by email [cfmdssec@gmail.com](mailto:cfmdssec@gmail.com) or write to Honorary Sec, CFMDS, 6 Poyntz Close, Chichester PO19 8SY.

## 9. The Data Manager

The Data Manager is Harry Smith who can be contacted at [DataManager@cfmds.org.uk](mailto:DataManager@cfmds.org.uk). The data manager at Play & Perform can be contacted on 07982 155924 and their privacy notice can be viewed at [https://playandperform.co.uk/oe/oe\\_privacy\\_policy.php](https://playandperform.co.uk/oe/oe_privacy_policy.php).

You can also make a complaint to the Information Commissioner's Office and the contact details and further information about how to do this can be found at: <https://ico.org.uk/>

In certain circumstances we might not be able to provide you with access to some of your personal information but where appropriate we will notify you of the reasons for this.

## 10. How long do you keep my information for?

Your personal data will not be retained by the Festival for longer than necessary in relation to the purposes for which it was originally collected or for which it was further

processed, subject to certain legal obligations mentioned below.

We will retain personal data in accordance with our data retention policy set out below. We review our data retention periods for personal data on a regular basis.

We will hold personal data relating to:

- **Your festival entry** for 3 years following the end of the festival. Trophy winners' details will be retained until the trophies are returned safely to the Festival;
- **Employment or volunteering** with the Festival for 4 years following the end of your employment or volunteering with us;
- **Legacies or donations** for 6 years after the legacy or donation is received;
- **Subscribing to our newsletter or email updates** about future festivals - you can unsubscribe at any time from our mailing list.

We are legally required to hold some personal data to fulfil statutory obligations. For example, the collection and reporting of Gift Aid to HMRC or to support certain financial transactions.

The law allows you to withdraw your consent to any usage of your data at any time without needing to specify a reason. You can withdraw your consent by emailing us at [cfmdssec@gmail.org.uk](mailto:cfmdssec@gmail.org.uk).

11. This Privacy Notice does not cover, and we are not responsible for, the privacy, information or other practices of any third parties including ones operating sites with links to [cfmds.org.uk](http://cfmds.org.uk). The inclusion of a link on our website does not imply endorsement of the linked site by us.

12. We may provide you with access to third party processes permitting you to post content to your social media account(s). Any information that you provide via such a process is governed by the third party's privacy policy not by this privacy notice and we are not responsible for and have no control over any third party's use of any information you provide in this way.

13. We are also not responsible for the collection, usage and disclosure policies and practices (including the data security practices) of other organisations such as Facebook, Apple, Twitter, Google, Microsoft or any other app developer, app provider, social media platform provider, operating system provider, wireless service provider or device manufacturer, including any personal information you disclose to other organisations through or in connection with the apps or our social media pages.

14. If you have any questions about our privacy notice please contact us at [DataManager@cfmds.org.uk](mailto:DataManager@cfmds.org.uk).