

LOCHABER MUSIC FESTIVAL ASSOCIATION

Privacy Notice

The LOCHABER MUSIC FESTIVAL ASSOCIATION 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 Lochaber Music Festival Association affiliated to the British and International Federation of Festivals for Music, Dance and Speech. We are a registered charity (Charity Number SCO23507). We are a Membership Organisation with a Committee. Contact can be made through details appearing in our Annual Festival Syllabus and Programme.

2. What personal data do we collect?

We may collect personal data such as;

- Your name
- Your address
- Your date of birth
- Your telephone number
- Your email address
- Your bank details
- Any stated particular need which you may have and for which facilities need to be adapted
- School or organisation attended
- Level of performance in the Music/Speech/Drama Class entered

3. How do we use your personal data?

We will use your personal data in a number of ways which may include:

- a) Processing your entry form to take part in the festival.
- b) Keeping you updated about your entry to the festival.
- c) Sending you copies of our syllabus and/or programme.
- d) Keeping you updated about future festivals.
- e) Processing any donations made to us.
- f) Including your name in our printed programme.
- g) Managing any orders for publications or other materials from us.

- h) Processing your information to be involved in our governance such as becoming a member of our Committee.
- i) Responding to a general enquiry made to us.
- j) Dealing with a complaint or concern raised to us about one of our staff/volunteers/contractors.
- k) Including your name/photograph on our website or social media (if you have specifically given consent for this).
- l) Maintaining a database of volunteers, entrants, sponsors, members.

4. Who do you share my personal data with?

If you are a Member/Patron/Sponsor of the Association, the Sponsor of an, an Entrant, a Volunteer or Committee Member, 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 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.

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 so e.g. to include your name in our programme / to use your photo on our website/ to stay in touch with you about our next festival.

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 to expect that your information would need to be processed by 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 make sure that those concerned within our festival environment are fully aware of the need to use your data for the purposes of the festival only and that this information is kept as securely as possible. We do not share information outside of our festival unless we have had your personal consent to do so.

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.

7. How do you use cookies on your website?

We do not use cookies on our website.

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 to 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 being transferred on your request;
- 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 to chairperson@lochabermusicfestival.co.uk or telephone the **Chairperson** on **07869 122 717**

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.

9. 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 24 months following the end the festival. Trophy winners' details will be retained thereafter for purposes of providing an historic record.
- **Volunteering** with the festival until you cease to volunteer (two years).
- **Legacies or donations** for 6 years after the legacy or donation is received
- **Membership, Patronage and Sponsorship** for a period of 2 years following your ceasing to provide this.

We continue to hold a database of names, addresses and contact details of Committee Members, Adjudicators, Accompanists, Sponsors and any other person who has had a working communication with the festival on an ongoing basis, for ease of communication from one year to another. Should you wish to check if your name is on this or remove it from any database we might hold, please contact the chairperson of the Association.

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 chairperson@lochabermusicfestival.co.uk