

CHIPPING NORTON MUSIC FESTIVAL



President: Anthony Williams

Vice Presidents: David Bruce-Payne & Craig Ogden

DATA PROTECTION NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

The information (or personal data) that may identify you that we collect, record, organise, store, share, destroy and make use of may include personal information (e.g. title, name, address, email address, phone number(s)), age for under-18 participants, and financial information (e.g. for Gift Aid and banking details where appropriate). The processing of personal data is governed by the General Data Protection Regulation ("*The GDPR*").

2. Who are we?

The Chipping Norton Music Festival (Charity No. 1047436 – "*The Festival*") is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Festival complies with its obligations under *The GDPR* by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our articles to promote and inform you about *The Festival*;
- To fundraise and promote the interests of the charity;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of Gift Aid);
- To process entries to take part in *The Festival* and manage our website.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services, and process your Gift Aid donations;
- Processing is carried out by a not-for-profit body with a charitable aim provided:
 - the processing relates only to participants or former participants (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with members of the committee, Festival Advisors, and voluntary Entries Secretaries in order to carry out the running of or for purposes connected with *The Festival*. We share data with third parties for the purposes of running *The Festival* and managing our website, for which data is shared with RunMyFestival and cdyer.co.uk respectively. Your personal data is only held in the UK and will not be transferred to countries or territories outside the European Economic Area (the EEA).

6. How long do we keep your personal data?

We keep data in accordance as required by law (e.g. Gift Aid applications for six years). Contact information about participants is retained electronically for up to five years to inform about upcoming Festivals, while paper entry forms are destroyed after each Festival. Contact information about volunteers, adjudicators and other suppliers is retained until the next Festival.

7. Your rights and your personal data

Unless subject to an exemption under *The GDPR*, you have the following rights with respect to your personal data. You can:

- Request a copy of your personal data held by *The Festival*;
- Request that *The Festival* corrects any personal data if found to be inaccurate or out of date;
- Request your personal data is erased where it is no longer necessary for *The Festival* to retain such data;
- Withdraw your consent to the processing at any time;
- Request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
- Request a restriction is placed on further processing where there is a dispute in relation to the accuracy or processing of your personal data;
- Object to the processing of personal data;
- Lodge a complaint with the Information Commissioner's Office.

8. What about links and cookies?

Our website serves as an information centre and stores email addresses for those that subscribe to information updates, but does not have any login facilities. RunMyFestival stores email addresses and personal data on behalf of *The Festival* for the purpose of handling entries to *The Festival*. The Festival site does not make use of cookies.

The website may contain links to and from the websites of third party sites. The Festival does not control such third party sites. Users of any links are advised to consult the Privacy Notices of the relevant third parties.

The Festival also makes use of social media sites (e.g. Facebook, Twitter and Instagram) for the purpose of promoting the Festival but provides no login or plug-in arrangements through these.

The Festival holds no liability nor responsibility regarding the use of third party sites.

9. Changes to this Privacy Notice

We may make changes to this Privacy Notice from time to time in order to reflect changes in the law and/or our privacy practices. We encourage you to check the current version that will always be available on our website, at front of house during *The Festival*, or on request.

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights or queries of complaints please contact the Secretary, Station House, Station Road, Kingham OX7 6UP or email secretary@cnmf.org.uk.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.