

SUTTON MUSIC FESTIVAL

Privacy Notice

The Sutton Music Festival 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 Sutton Music Festival. We are a registered charity (Registered Charity Number 298820).

Our contact email address is information.SMF@gmail.com

2. What personal data do we collect?

We may collect personal data from such as:

- Your name
- Your full address (aged 18+)
- Your date of birth (aged under 18)
- Your telephone number (aged 18+)
- Your email address (aged 18+)

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3. How do we use your personal data?

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

- processing your entry form to take part in the festival
- keeping you updated about your entry to the festival
- sending you copies of our syllabus
- keeping you updated about future festivals
- processing any applications for a paid or unpaid role within the festival
- processing any donations made to us
- including your name in our printed programme
- managing any requests for publications or other materials from us
- processing your application to be involved in our governance
- responding to a general enquiry made to us

- dealing with a complaint or concern raised to us about one of our staff/volunteers/contractors
- adding 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 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?

We will only process your personal data where we have your specific consent to do so.

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 necessary for us to collect your name, address and contact details to be able to process your festival entry.

Whenever we process your personal data, we will ensure that your legal rights are protected.

6. How do you keep my information secure?

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

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.

Our website contains links to other sites which have legitimate connections to the Festival. This privacy statement does not cover the information practices of those websites.

7. How do you use cookies on your website?

We do not use cookies on our website

8. Your legal rights

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

- the right to be informed about the collection and use of your personal data
- the right to access to your personal information
- the right to object to processing of your personal information
- the right to restrict the processing of your personal information
- the right to personal data portability
- the right to rectify your personal information
- the right to erase your personal information
- 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:

- the purposes of the collection, processing, use and storage of your personal data
- the categories of personal data stored about you
- the recipients or categories of recipients to whom your personal data has been or may be transmitted, along with the location of those recipients
- the envisaged period of storage for your personal data or the rationale for determining the storage period
- 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 email the Festival Data Controller at information.SMF@gmail.com

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/>

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 this policy on a regular basis.

We will hold personal data relating to:

- entry (form) details for **FIVE** years following the end the Festival
- trophy winners' details will be retained until the trophies are returned safely to the Festival
- entrants' names, as published in the Festival Programme and recorded on class results sheets, will be retained indefinitely in the Festival archive
- employees or volunteers for **TWO** years following the end of your employment or volunteering with us
- legacies or donations for **TWO** years after the legacy or donation is received
- inclusion on our general mailing list, which is held for a maximum of **THREE** years from the last recorded time you had contact with us. You can unsubscribe at any time from this mailing list.
- email communications with us will be retained for a maximum of **THREE** years.

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 information.SMF@gmail.com

SMF Privacy Notice – Mar 2022

