



Wadebridge Festival of Music and Speech

Affiliated to the British Federation of Festivals

Privacy and Data Protection Policy

The Wadebridge Festival of Music and Speech is a performing arts organisation run entirely by volunteers. **New regulations about data protection came into force on 25th May 2018.** Information such as names, addresses, dates of birth, email addresses and phone numbers are described as 'personal data'.

Data collection We handle personal data regularly through online and paper entry systems, emails and mailing lists.

Personal data will be collected by the entry secretary and the general secretary either by consent, where there is a legitimate interest or by other criteria laid down in Article 6 of GDPR. We will only request information necessary for the efficient administration of the Festival.

We use the third-party **RunMyFestival system** to administer entries. They hold the data on our behalf so please also refer to the [RunMyFestival data protection policy](#) and [terms of use](#).

Access to your data and correction Everyone has a right to know what personal data we hold about them and be able to request to receive a hard copy at any time. This information can be requested from the General Secretary. All reasonable efforts will be made to ensure data is accurate and up to date. You may ask us to correct or remove any information you think is inaccurate.

Keeping Data Secure

All reasonable steps will be taken to ensure the security of data held. Digital data will be held on password protected computers and hard copies will be kept in a secure place. Disposal of data will be carried out by shredding or incineration of printed material and by deletion of digital data. The festival will not pass collected data to any third party unless required to do so by law. Names of competitors will appear in our Festival programmes and the names of class winners maybe posted on the website and in the local press. Anyone not wishing a name to appear in any of these places, should make this clear at the time of entry.

Retention of Data

How long the Festival retains data will vary according to the reason for its collection. Data concerning entrants will be kept for three years. Data concerning volunteers, accompanists and sponsors will be ongoing so long as they are associated with the festival. Financial data, as required by legislation, will be kept for seven years. Any data breaches will be reported and thoroughly investigated.

Any complaints about the collection or use of personal data should be made to the General Secretary.

General Secretary: morwennavernon@gmail.com Undertown Barn, Trevigo Farm, St Minver PL27 6RB

Website: www.wadebridgefestivalofmusicandspeech.com