



# ABINGDON MUSIC FESTIVAL

## Privacy Notice

Abingdon 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 the website regularly to ensure that you are happy with any changes.

### 1. Who we are

We are the Abingdon Music Festival Association. We are a registered charity (Registered Charity Number 1072473). Our registered address is c/o Abingdon School OX14 1DE.

### 2. What personal data do we collect?

We collect personal data from you, including (but not necessarily confined to):

- Your name
- Your address
- Your telephone number
- Your email address
- Your bank details
- Dates of birth of people for whom you make entries
- Gender of people for whom you make entries
- The name of the school attended by people for whom you make entries

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

We will use your personal data in a number of ways, including (but not necessarily confined to):

- (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;
- (d) Keeping you updated about future festivals;
- (e) Processing any applications for a role within the festival, such as stewarding;
- (f) Processing any donations made to us;
- (g) Including the names of people for whom you make entries in our printed programme;
- (h) Processing your application 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) Include your photo or name on our website or social media only if we have gained your specific permission to do so.

#### **4. Who do you share my 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. This may include application for a 'Body of Persons' licence from Oxfordshire County Council.

If you become a member of the Festival Committee, the Charities Commission requires us to register your personal details with them as a Trustee; these details are available for public inspection on their website.

#### **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. These cases include printing the names of people for whom you make entries in our programme, using your photo on our website, and staying in touch with you

about our next festival. We shall also ask permission from Friends of the Festival to include their names in our syllabus and programmes.

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 for 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. Personal data is stored on and used by only the *Run My Festival* site, which has its own Data Protection Policy, and password-protected personal computers in possession of the Chairman, Festival Secretary and Treasurer.

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. 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 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 to [abmusfest@gmail.com](mailto:abmusfest@gmail.com) or write to AMF Data Manager, c/o Abingdon School OX14 1DE.

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.

## **8. 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 details as a person making entries to the festival for two years following the last festival into which you make entries;

Your festival entries for six months following the end of the relevant festival;

Employment or volunteering with the festival for 1 year following the end of your employment or volunteering with us;

- Legacies or donations for five 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.
- Your membership of the Friends of the Festival.

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 [abmusfest@gmail.com](mailto:abmusfest@gmail.com).