

DATA PROTECTION

PRIVACY NOTICE

The Torbay and South West of England Festival is a competitive festival of the performing arts, run by volunteers and registered with the Charity Commission (No 1039997). It is a member of the British & International Federation of Festivals.

This privacy policy explains how we use any personal information we collect about you.

We collect information about you when you register to perform in the Festival, volunteer as a steward or engage you as an adjudicator. We will only ask for such information as is necessary for the efficient administration of the festival.

Access to this data will be restricted to those personnel who administer the Festival.

Retention of records

- (a) Your festival entry for 12 months following the end the festival. Trophy winners' details will be retained until the trophies are returned safely to the festival.
- (b) Volunteering with the festival for 3 years following the end of your volunteering with us.
- (c) Legacies or donations for 3 years after to legacy or donation is received
- (d) Subscribing to our newsletter or email updates about future festivals - you can unsubscribe at any time from our mailing list.

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 lawful bases for processing data are:

Contractual obligations: we need the personal data of the applicant to meet our contractual obligations. (i.e. to administer and deliver the annual Festival).

Legitimate interest: we hold and process personal data to pursue our legitimate interests in a way that might be reasonably expected as part of running the Festival. We send information about future festivals to those who would be expected to receive it, for example those who have applied to previous festivals.

We want to make sure that your personal information is accurate and up to date and all reasonable efforts will be made to ensure this is the case. You may ask us to correct or remove information you think is inaccurate. You also have the right to request a copy of the information that we hold about you. This can be obtained, without charge, by application to Mrs Delia Bowman, Eastcote, Brixham Road, Paignton TQ4 7BD.

The Festival will not pass collected data to any third party unless the law or a court order requires us to do so or if it is to enable the Festival to fulfil its constitutional purpose. 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.

Our website provides links to other websites. This privacy policy only applies to our website, so when you link to other websites you should read their own privacy policies.