



Introduction:

- The festival aims to protect the rights of festival participants, volunteers and supporters;
- comply with data protection law and good practice and protect participants from risk of a data breach.
- In order to operate, Northampton festival needs to gather, store and use certain forms of information about individuals.

Key Roles:

This policy applies to all committee members that are handling data on behalf of the festival.

Key roles are: Festival Secretary, Treasurer, Entries' Secretary, Stewards' Secretaries and Sponsors', Patrons' and Friends' Secretary.

Data Held:

The festival collects data for following purposes:

- To organise and plan the festival
- Produce the festival programme and certificates
- Keep an historic record of each festival
- Maintain contact with participants, Sponsors, Patrons & Friends.

The information retained includes names, titles, roles, postal addresses, phone numbers, email addresses and photographs. Some photographs may be used on our website and for publicity reasons solely with appropriate permission gained.

Entries:

The Entries' Secretary holds name information for all who enter the festival and their teachers and amounts paid.

She and the Festival Secretary hold mailing list information in spreadsheet and database forms.

The Stewards' Secretary holds name and address information for all who support and assist the festival.

The Sponsors', Patrons' and Friends' Secretary holds name and address information and amounts paid by those who support the festival. The information is used to send notices about subscriptions and to send prospectus and programme to those who request them.

In all cases, this information is held on password protected, antivirus/malware protected, secured laptop and/or desktop PC.

Licensing Information: Relevant information of some children under 18 is collected and held securely for one year, in accordance with and for the Child performance and activities licensing legislation in England – Gov.UK

Consent: There will be a box on each entry form giving permission for the information on the form to be used as outlined above. We cannot accept an entry unless this box has been ticked.

Confirmation/removal of Data: Individuals should contact the Festival Secretary (contact@northamptonfestival.org.uk) if they wish to see data we hold about them or wish to have their data amended or removed.