



# Sandwich Folk & Ale Festival Committee GDPR Statement



**We know that your privacy is important to you and the Sandwich Folk & Ale Festival Committee is committed to look after any personal information that you share with us.**

**Sandwich Folk & Ale Festival Committee will:**

- **Only use personal information in a way that benefits or supports the running of the annual Folk & Ale Festival or any related event of which the committee manage.**
- **Only with expressed permission from you, that we will use your contact details to send you news, information, and opportunities in relation to the Sandwich Folk & Ale Festival and/or related events managed by the committee.**
  - **Communicate all fundraising activities and the result of any fundraising.**
  - **Give you the opportunity to opt out from any marketing and/or other use of personal data.**
  - **We will never share your personal information with anyone else or any other organisations.**
  - **Will take all reasonable care to safeguard your personal information through security policies and secure business processes.**

## **1. Who are we?**

The Sandwich Folk & Ale Festival Committee ('SF&A FC') is a not-for-profit unincorporated association committed to produce the annual Sandwich Folk & Ale Festival ('The Festival') of which is an inclusive, free for all to enter and diverse event for the benefit of the Sandwich residential and business community.

The Festival provides an outlet for 'Folk' music, arts, and crafts alongside the promotion of 'Ale' (although we are not exclusive and increase our diversity each year).

The SF&A FC nominated Data Controller is responsible for the personal data of The Festival and for information about the performers who participate in The Festival, the stallholders, the supporters of The Festival (for example a volunteer steward, a Friend of The Festival, sponsors and/or advertisers) and any related party.

As a Data Controller, the SF&A FC is responsible for decisions on the purposes for which your personal data is processed, how the processing is carried out and for ensuring the care of your personal data.

The Data Controller is an allocated individual within the committee, if no committee member is identified as the data controller, that role falls on the secretary who should be approached for any queries or disclosures

## **2. Your personal data – what is it and what do we keep?**

Personal data is information that relates to an identifiable living individual. Identification can be by the information alone or in conjunction with any other information in the Data Controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation, GDPR, and the Data Protection Act 2018 (we refer to these together as "data protection")

The types of personal data the SF&A FC holds covers identifying information such as your name, address and contact details (including email and phone number) and information relevant to your membership of the committee or your participation in The Festival/Festivals for example as a performer, part of a performing group, as an applicant, as a supporter or as a volunteer to help produce The Festival. Personal financial data may also be held such as credit/debit card and bank account details, this would be applicable to businesses, donations, sponsors, or sales from any festival outlet operated solely by SF&A FC.

Both paper and electronic copies of information are securely held by the SF&A FC.

## **3. How do we process your personal data?**

The SF&A FC is committed to complying with its obligations under data protection to use your personal data properly and fairly; to keep personal data up to date; to store and destroy it securely; not to collect or retain excessive amounts of personal data; and to protect personal data from loss, misuse, unauthorised access, and disclosure by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: –

- To run the SF&A FC, for example, by letting members know about meetings or activities and contacting appropriate members where there is an issue that needs addressing between Committee Members.
- To maintain contact with applicants, entrants, and Festival volunteers on Festival related matters.
- To manage our funds through our Treasurer.
- To help organise the annual Festival and any other related event.
- To maintain contact with suppliers, stallholders, contractors, and any related business party of whom works with or is employed by the SF&A FC.
- To inform the public of news, events, and activities where appropriate.
- To share relevant contact details with Sandwich Town Council, Dover District Council, Kent County Council, and any emergency services as required.
- To record subscriptions, donations, and sponsorships, for example, from the Friends of The Festival.

## **4. Sharing your personal data**

Your personal data will be shared with Committee members of the SF&A FC for purposes connected with The Festival, as described earlier.

There may be cases where additional disclosures are permitted by law, such as to assist the police to detect crime. We may share your personal data in such cases, however, we will not do so unless we consider it necessary and, as far as possible, will attempt to notify you before doing so.

#### **5. How long do we keep your personal data?**

We retain records for as long as is required for the purposes of running The Festival.

Specifically, we retain records of those who are participating in The Festival for as long as necessary to run The Festival and any related event hosted by SF&A FC.

For those who are working with SF&A FC including members of the committee, volunteers, sponsors or advertisers, personal data will be kept for as long as is necessary unless specifically requested to delete that data.

While the data is retained while it is needed for the running of The Festival, it will be normal to delete any electronic copies should they have not been used for a period of 3 years. This excludes images and personal data held within such as news items, programmes, minutes, and agendas.

#### **6. What is the legal basis for processing your personal data?**

We rely on several different legal bases for our processing.

- We process personal data for the purposes of running The Festival as described above. This is to carry out activities within the legitimate interests of SF&A FC where we evaluate that they do not cause detriment or damage to the rights and interests of individuals (data subjects).
- We process personal data for any legal obligations which apply to us, for example dealing with our accounts.
- To follow guidance and recommended best practice as required by Law, Government and Regulatory Bodies.
- With your explicit consent we hold your photograph, taken by our official photographers to be used for the design and publication of the syllabus and programme for the following years' Festivals and/or marketing materials.

We do not process "special category personal data" which may be more sensitive, such as information about health.

#### **7. Your rights and your personal data**

Subject to an exemption under data protection, you have the following rights with respect to your personal data:

- The right to request a copy of any personal data which SF&A FC holds about you.
- The right to request that SF&A FC corrects any personal data if it is found to be inaccurate or out of date.

To the extent that we are processing based on your consent you have:

- The right to withdraw your consent to the processing at any time.
- The right to “data portability”; that is that SF&A FC provides you with your personal data in a format which can be transmitted to another data controller of another Festival.

You also have several rights to object to processing, these are:

- The right to object to SF&A FC processing personal data about you. This only applies in certain circumstances:
  - Where there is a dispute in relation to the accuracy of the personal data or about your objection to the processing of your personal data, a restriction will be placed on further processing until the dispute is resolved.
  - In some cases, you may have the right to have your personal data erased from our records, for example where it is no longer necessary for SF&A FC to retain such data.
  - The right to lodge a complaint with the Information Commissioner’s Office.

#### **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where necessary, we will seek your prior consent to the new processing.

#### **9. Contact Details**

To exercise all relevant rights & queries of complaints please in the first instance, contact:

Sandwich Folk & Ale Festival Committee  
[sandwichfolkfestival@hotmail.com](mailto:sandwichfolkfestival@hotmail.com)