



Data Protection Policy

SteYning Festival recognises its responsibilities for compliance with data protection legislation including the fair and appropriate use of information relating to identifiable individuals involved in festival events and activities.

This policy applies to all volunteers and members whom SteYning Festival encounters through its events and fundraising activities.

All members and volunteers are responsible for familiarising themselves with this policy and must ensure that they adhere to the data protection principles before commencing any programme, event, visit or other activity.

Event organisers are responsible for ensuring compliance including recording and managing data

Records should be created and maintained with appropriate security measures and access controls in place, based on the content of the records and any applicable legislative or regulatory requirements

Records should only be kept for as long as they are required,

Principles: Personal data shall be:

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are
- processed in a manner that ensures appropriate security of the personal data,

All members and volunteers are responsible for ensuring they report any personal data breaches they become aware of immediately via the Directors of Festival [contact details]

SteYning Festival will regularly review the Data protection Policy on a biannual basis and will remind members annually to review personal data held on behalf of the Festival

The details of the Data Protection Act 2018 can be found at the following link:
<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacte>