



## Data Privacy Notice

In this notice, whenever you see the words “we”, “us”, “our” it refers to the Steyning Festival.

The privacy and security of your personal information is extremely important to us. We collect, process and use your personal information strictly in accordance with the UK Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).

This privacy notice explains what personal information we collect about you and how it is used.

### **Who we are**

The Steyning Festival is a charitable company, registered in England and Wales as Steyning Festival Ltd with company registration number 06508639, and with the Charity Commission with registration number 1158833.

### **What personal information do we collect about you?**

The personal information that we collect about you is used to help us manage and run the Steyning Festival. We will only collect the information about you that we need. Personal information that we collect includes:

- full name
- postal address
- email address
- telephone number

### **When and how do we collect personal information about you?**

We collect information about you when you register with us as a Friend or Volunteer using either our application form or online or other registration process; or when you purchase a ticket for a festival event.

### **How will we use the personal information about you?**

We will use the information you provide to send you information about the Festival activities, events and opportunities for Volunteers.

### **Who we share your personal information with**

We do not share your information or sell your information to any other organisations.

### **How we store your information**

Your personal information will be stored with limited access by our Trustees and marketing team. It will be held for a maximum of six years from the date you last registered or purchased a ticket unless you confirm consent.

### **Right of access**

You have the right to request a copy of the personal information that we hold about you at any time. If you would like a copy of some or all of your personal information, please email [admin@steyningfestival.co.uk](mailto:admin@steyningfestival.co.uk).

You also have the right to request that the data we received from you is:

- updated
- deleted if you no longer wish to be involved with the Festival
- restricted to certain processing.

### **Changes to our Privacy Notice**

We may update this Privacy Notice to ensure that it remains up to date and incorporate any new legal requirements.

### **How to contact us**

If you have any questions about our Privacy Notice or about the information that we hold about you, please contact us at [admin@steyningfestival.co.uk](mailto:admin@steyningfestival.co.uk).

You can find out more information on Data Protection on the Information Commissioner's website – <https://ico.org.uk>.