



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.

Steyning Festival will adhere to the Principles of Data Protection. Thus, 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 required; and
- processed in a manner that ensures appropriate security of the personal data.

Trustees and event organisers are responsible for ensuring compliance, including recording and managing data in accordance with the Festival's published Privacy Notice.

All members and volunteers are responsible for ensuring they report any personal data breaches they become aware of immediately to the Trustees (via admin@steyningfestival.co.uk)

Steyning Festival will review the Data protection Policy on a biennial basis and will ensure that all individuals providing Personal data are made aware of the Festival's Privacy Notice.

Further information on Data Protection can be found on the Information Commissioner's website – <https://ico.org.uk>.