



## **PRIVACY POLICY**

The West of England Dance Festival takes great care to preserve your privacy and safeguard any personal data you provide to us. This Privacy Policy explains how we will collect and use your personal data.

We may change this Privacy Notice from time to time so please check regularly to ensure that you are happy with any changes.

### **1. What personal data do we collect?**

We collect information supplied by you from the application/entry form(s) submitted for participation in the festival. We may collect personal data such as, but not limited to:

- Name
- Address
- Date of Birth
- Telephone number
- Email address
  - Bank details (for processing refunds or other payments)

We may also collect 'sensitive personal data' such as medical conditions and allergies to support participants in safely taking part in the festival and to fulfil our statutory obligations under Child Licensing requirements.

### **2. How do we use your personal data?**

We will use your personal data in a number of ways which may include:

- (a) Processing your entry form to take part in the festival. (*Lawful basis: Contract*)
- (b) Keeping you updated about your entry to the festival. (*Lawful basis: Contract*)
- (c) Sending you copies of our syllabus. (*Lawful basis: Legitimate Interests*)
- (d) Managing volunteers. (*Lawful basis: Contract*)
- (e) Including names in our printed running order. (*Lawful basis: Legitimate Interests*)
- (f) Responding to a general enquiry made to us. (*Lawful basis: Legitimate Interests*)
- (g) Including photos or names on our website or social media. (*Lawful basis: Consent*)

Our entry forms ask you to acknowledge and consent to our keeping your personal data for these purposes. Specific consent is requested in relation to photographs.

### **3. Who do you share my share my personal data with?**

We will only ever use your personal data to manage your festival involvement with us including keeping you up-to-date with any festival news.



Your personal data will be treated as strictly confidential and will be accessed only by organisers of the festival and the administrator of our entry platform. It will be stored securely by ensuring that appropriate technical measures are in place and will not be shared with any third party without your consent, unless required to by law for example as part of our child licensing requirements.

You can request that your data be removed from the mailing list at any time by contacting the Nominated Data Protection Officer.

#### **4. Your rights**

You have various rights in respect of the personal data we hold about you. These rights are set out in more detail below:

- a. The right to be informed about the collection and use of your personal data;
- b. The right to access to your personal information;
- c. The right to object to processing of your personal information;
- d. The right to restrict the processing of your personal information;
- e. The right to personal data portability;
- f. The right to rectify your personal information;
- g. The right to erase your personal information;
- h. Rights in relation to automated decision making and profiling.

If you make a request relating to any of the rights listed above, we will consider each request in accordance with all applicable data protection laws and regulations. No administration fee will be charged for considering and/or complying with such a request unless the request is deemed to be excessive in nature.

#### **5. Access to your Data and Correction**

You have the right to request a copy of the information that we hold about you. This can be obtained, without charge, by application to the Nominated Data Protection Officer. We want to make sure that your personal information is accurate and up to date and all reasonable efforts will be made to ensure this is the case. You may ask us to correct or remove information you think is inaccurate.

#### **6. How long do you keep my information for?**

Your personal data will not be retained by the festival for longer than necessary in relation to the purposes for which it was originally collected, or for which it was further processed, subject to certain legal obligations mentioned below.

Trophy winners contact details will be retained until the trophies are returned safely to the festival.



Contact details will be retained on record for 12 months from the last day of the festival to help us with administration for the following year's festival.

## **7. Website**

When you visit and use our website, we may also use cookies and collect information about your visit that enables us to identify you and provide you with a more personalised service. By continuing to use our website, you accept our use of cookies. If you do not wish to accept cookies, you can disable them through your browser settings, though this may affect your experience of the website.

Our website may provide links to other websites. This privacy policy only applies to this website, so when you link to other websites you should read their relevant privacy policies.

**Nominated Data Protection officer: Sarah Burgess**  
**Contact details: [westofenglanddancefestival@gmail.com](mailto:westofenglanddancefestival@gmail.com)**