

Privacy Policy

This privacy policy sets out how Worksop Music and Drama Festival (known in this Policy as “we” or “Worksop Music and Drama Festival”) uses and protects any information that you give Worksop Music and Drama Festival whether via email or by post. Please read it carefully.

Worksop Music and Drama Festival is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when entering the Festival, then you can be assured that it will only be used in accordance with this privacy statement. Worksop Music and Drama Festival is bound by, and uses your information in accordance with, the Data Protection Act 2018.

Worksop Music and Drama Festival may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

1. Who are we?

We are a small friendly Festival, affiliated to the British and International Federation of Festivals for Music Dance and Speech, committed to providing a public platform from which keen performers can receive the encouragement and advice of an experienced adjudicator, and appreciate the value and enjoyment to be gained from performance. The festival is held in March every year, culminating in an Award Ceremony & Celebration of Music Concert featuring some of the best performances from all sections. We are a registered charity (Charity Number 1164235).

2. What information do we gather?

We may collect the following information, where relevant:

- Name of entrant
- Address of entrant

- Email address of entrant
- Telephone number of entrant
- Date of birth
- Name of school
- Address of school
- Name of teacher
- Address of teacher
- Email address of teacher
- Telephone number of teacher
- Photograph permission
- Video permission

3. How do we use your personal information?

- Processing your entry to the festival
- Keeping you updated about your entry
- Keeping you updated about future festivals.
- Processing entry fees.
- Processing any donations made to us.
- Including your name in our festival programme/trophy/winner medals
- Processing your application to be involved in our governance such as becoming a member of our Committee
- To share Programme details with Festival officials including contracted Adjudicators
- Receipt / return of trophies
- Invitation / information about the Celebration of Music Concert
- Keeping your details when you volunteer with the festival
- To perform DBS Checks on volunteers
- Dealing with any complaints or concerns raised to us
- Use of videos on social media

4. What is the legal basis for processing my information?

In some cases, we will only use your personal information where we have your specific consent, that is:

- use of photos
- name in programme
- posts on social media
- for the festival mailing list after the festival
- use of videos

There are other lawful reasons that allow us to process your personal information and one of those is called 'legitimate interests'. This means that the reason that we are processing information is because there is a legitimate interest for us to do so as part of our work as a Festival and it is reasonable to expect that your information would need to be managed by us to allow processing of your entry to our Festival.

Whenever we process your Personal Information under the legitimate interest lawful basis, we make sure that we consider your rights and interests and will not process your personal information if we feel that there is an imbalance, or you would not reasonably expect your data to be processed in this way.

We may also need to process your information due to a legal obligation. For example, we may need to adhere to child licensing requirements under the Children and Young Persons Act 1963 and The Children (Performances and Activities) (England) Regulations 2014. In order to comply with this legislation, we may be required to provide information about our performers to the Local Authority so that appropriate licenses or exemptions can be issued.

5. Who will we share this information with?

We will not sell the information we collect with any third party. We will not use your personal information to send you promotional information about third parties which we think you may find interesting. However, we may need to share the information for the purposes of data processing for festival administration, printing the Programme, for Child Licensing / exemptions with Nottinghamshire Licensing Authority and for volunteer DBS checks through the British Federation of Festivals. We will only use a trusted supplier for printing and we will get assurances that they will operate appropriate data protection practices whilst dealing with the information. This assurance will also apply to the runmyfestival software provider, the Licensing Authority and the British Federation of Festivals.

6. What rights do you have to access, change or remove your information?

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

- Access to your personal information
- Objection to processing of your personal information
- Restriction of processing of your personal information
- Your personal data portability
- Rectification of your personal information
- Erasure of your personal information.

You may choose to restrict the collection or use of your personal information in the following ways:

- If you have previously agreed to us using your personal information for contact with regards the Festival, you may change your mind at any time by writing to the Data Protection Secretary, 1, Abingdon View, Gateford, Worksop, Notts. S81 7RT or emailing us at worskopmusicfestival@gmail.com
- If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.
- Any complaints with regards to the handling of data should be addressed to the Data Protection Secretary at the above address / email address.

7. How long will we keep your information for?

Any information provided will be used for the purposes outlined above and after a period of 24 months from the end date of the last Festival entered that information will be removed (shredded / deleted).

8. How do we protect your information?

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online / offline.

9. External Links

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

10. Cookies

We may use "cookies" to collect aggregate information. A "Cookie" is a small piece of information sent by our web server to your web browser, which enables us to record anonymous details and allows you to move around the Site faster. We may use cookies for a number of purposes, for instance, to enable us to simplify the logging on process, to help ensure the security and authenticity of members and to enable traffic monitoring. Most browsers allow you to turn off the cookie function. If you want to know how to do this, please look at the help menu on your browser. If you turn off the cookie function, however, your use of the Services may be impaired. You can find out more about the way cookies work on <http://www.cookiecentral.com> and www.allaboutcookies.org.

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