

# Chesham Arts Festival

## GDPR: General Data Protection Regulation Policy

### Statement:

GDPR stands for General Data Protection Regulation, replacing the previous Data Protection, coming into effect on 25<sup>th</sup> May 2018.

GDPR states that personal data should be fairly and lawfully and collected for specified, explicit and legitimate purposes and that individual's data is not processed without their knowledge and are only processed with their explicit consent. GDPR covers personal data relating to individuals. Chesham Arts Festival is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors, adjudicators, teachers, spectators and Volunteers personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

### GDPR includes 8 rights for individuals:

#### 1. The right to be informed

Chesham Arts Festival is required to collect and manage certain data. We need to know information regarding competitors' name and date of birth and details of the teacher/parent submitting entries to us such as name, contact number and email address. The same information is required for any volunteers or staff helping out throughout the Festival.

Chesham Arts Festival requires information regarding the adjudicators including name, email address, contact number, a short biography (to be printed on programmes) and a signature to appear on certificates and Mark Sheets that are handed out to competitors.

#### 2. The right of access

All associations with the Chesham Arts Festival are able to make a request relating to their personal information and data that we hold at any point. The Festival will then provide a response within 4 weeks. The Festival can refuse a request if we have a lawful obligation to retain the data but we will inform the individual of the reasons for the rejection.

#### 3. The right to rectification

All associations of the Chesham Arts Festival can make a request relating to their data held at any time. The Festival will follow all instructions to make sure all information held is accurate. If an individual's data, held by the Festival is requested and the individual notices a discrepancy with their information, the Festival will amend the data and re-send the information back to the individual who requested it within 1 week to check thoroughly that all information is correct and accurate. We do request that any new or updated information that an individual has must be submitted to us as and when it happens.

#### 4. The right to erasure

All individuals have the right to request their personal information and data being deleted where there is no compelling reason for its continued use.

The Festival erases all data information on an annual basis, with the exception of the school/teacher/private entrant's name and email address (for future Festivals) This data is archived securely onsite and shredded after the retention period.

#### 5. The right to restrict processing

Competitors, Parents, Spectators, Volunteers, Adjudicators and Teachers can object to their data information being processed by the Festival at any time. If an individual objects to their data information being processed it will mean that records can be stored but must not be used in any way, for example for certificates, mark sheets, programmes, communications, etc.

#### 6. The right to data portability

The Festival may require for data to be transferred from one IT system to another. These recipients use secure file transfer systems and have their own policy procedures in place in relation to GDPR

#### 7. The right to object

Parents, Teachers, Adjudicators, Competitors, Spectators, Visitors and Volunteers have the right to object to their data being used for certain activities like marketing or research.

#### 8. The right not to be subject to automated decision making including profiling.

Automated decisions and profiling are used for marketing based organisations. Chesham Arts Festival does not use personal data for such purposes.

### **Storage and use of Personal Information**

Chesham Arts Festival keeps all paper copies of previous Festivals in a locked filing cabinet. Access to these files is by Festival Committee members only. However, any information taken from these files about previous Festivals is strictly confidential and the records remain on site at all times. Data information on Trophy winners is kept for three years.

Chesham Arts Festival will hold data submitted on entry forms on a computer solely for the purpose of running the Festival. The data will not be made available or communicated to any third party.

Policy Review Date: May 2019