

Burbage Community Arts Festival

Data Protection Policy

Last updated: 07/09/2025

Next Review Due: Annually

Policy owner:

1. Our Commitment

We're committed to protecting your personal data and respecting your privacy. Whether you're a volunteer, artist, attendee, or supporter, we handle your information with care, transparency, and legal compliance.

2. What We Collect

We may collect:

- Contact details (name, email, phone)
- Volunteer or artist info (availability, skills, access needs)
- Donation records (if applicable)
- Event sign-up details
- Any access or health-related info you choose to share

We only collect what we need to run the festival and support our charity's work.

3. Why We Use Your Data

We process data to:

- Organise events and communicate with participants
- Manage volunteers and trustee responsibilities
- Keep financial records (as required by law)
- Send updates (with your consent)
- Ensure safety and accessibility at events

Our legal basis includes **consent**, **legitimate interest**, and **legal obligation**.

4. How We Keep It Safe

Your data is stored securely:

- Digital records are password-protected and backed up
- Paper records are kept locked and shredded when no longer needed
- Access is limited to authorised trustees and volunteers

We don't sell or trade your data. Ever.

5. Sharing Your Data

We may share data with:

- Venues or insurers (for access or safety planning)
- HMRC or regulators (if legally required)
- Trusted service providers (e.g. email platforms)

We ensure all partners meet UK data protection standards.

6. Your Rights

You can:

- Ask what data we hold about you
- Request corrections or deletions
- Withdraw consent at any time
- Raise concerns with us or the Information Commissioner's Office (ICO)

We aim to respond within 30 days.

7. Data Retention

We keep data only as long as needed. Some records, such as governance documents and board minutes, are retained permanently. Other records are reviewed annually and deleted or anonymised when no longer needed.

- Personal information is deleted after 1 year of ceasing to be a member or upon request.
- Mailing list: until you unsubscribe

8. Breaches and Complaints

If we discover a data breach, we'll assess the risk and report it to the ICO if required. We'll also inform affected individuals promptly.

For concerns: [Contact us | Burbage Festival](#) Or visit: <https://ico.org.uk>