

South Cumbria Musical Festival Privacy Notice

As Committee members of South Cumbria Musical Festival (“the Festival”) we need to collect personal information about our various contacts. This Privacy Notice sets out how we collect, use and protect your personal information; and your rights in relation to your information.

Personal information is information or a combination of pieces of information that could reasonably allow you to be identified.

1. Personal information that we use

We will only hold or collect personal information about you that has been collected directly from you and that is necessary for the management and running of the South Cumbria Musical Festival.

1.1. What information may we collect directly from you?

The categories of personal information that we collect directly from you include:

- Personal details (e.g. your name and address, and email address);
- Your contact details (e.g. your address, phone number and email address);
- Your declaration that you pay sufficient UK income tax to comply with current UK tax authorities (“HMRC”) regulations for Gift Aid tax relief.

Whilst we do not collect your bank details we may see some of your details, e.g., as may be indicated on cheques received, Bankers Order requests and similar.

1.2. How will we use your personal information and why?

The ways in which we use your information include:

- For the management and running of the Festival
- Communicating with you
- Processing your entry payments, donations etc.
- Sending the Festival Syllabus to you when you have requested to have a hard copy
- Ensuring we can claim Gift Aid tax relief

1.3. Our lawful basis for holding and processing your personal data

We must have a lawful basis to use your personal information including:

- To meet our legitimate interests in effectively managing and running the Festival
- To meet the HMRC regulations in respect of Gift Aid payments
- Where explicit consent has been given by you

2. Information Sharing

Your personal information will be treated as confidential, and we will not share it with any other organisation, society, company or other person with the exception of the UK tax authorities (HMRC) in respect of Gift Aid payments or where we have obtained your prior explicit consent.

3. Data Security and Storage

We have in place security measures to protect the security of your personal information and to keep it confidential and secure whether in electronic format or hard copy. These measures are reviewed regularly to ensure they remain robust and appropriate. We cannot however, guarantee the security of any third-party applications, such as internet browsers, that you may use when transmitting any data to us.

All of our volunteers receive training on the importance of respecting contacts’ information and we restrict access to only those individuals who absolutely need it.

We will keep your personal data until you tell us otherwise, or for 3 years after your last participation or involvement with the Festival.

4. Your Rights

Whilst we believe we have a lawful basis for the collection and use of your personal information strictly in accordance with the contents of this Privacy Notice you have rights regarding your personal data, including to access, correct or delete it or restrict its use. You may exercise any of these rights by making application in writing or by e-mail to the Festival stating the reasons for the request.

5. Policy Changes

It may be necessary to make changes to this policy from time to time and in this case you will be advised accordingly of any revised version.

6. Contact details etc.

- Any queries or notifications you may have should be addressed to Susan McClean, 5 Conyers Avenue, Barrow-in-Furness, LA14 4JT or by email to scmf@southcumbriamusicalfestival.co.uk.
- If you believe we have not resolved any query or concern with respect to the protection of your data you can complain to the Information Commissioner's Office. Further advice can be found online at <https://ico.org.uk/for-the-public/personal-information/>.

Please advise us if your personal information changes or if you think the information we hold is out of date.