



# Oundle Festival of Music and Drama

Affiliated to the British & International Federation of Festivals

(Registered Charity Number 1013625)

We hold an annual competitive Festival concluding with a concert to celebrate the achievement of participants. The Festival offers performance opportunities to amateur performers of all ages, with an educational element provided by professional adjudicators, thus advancing the education of the public in the Arts of Music, Speech and Drama.

**Oundle Festival of Music & Drama** values the personal information you provide to us and takes great care to preserve your privacy and safeguard this information. This Privacy Notice explains how we will collect and use your personal data and how you control the use of your personal information.

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

Having read this information, if you want to change the way in which we use your data or if you have a question about how your personal information is used,

please email [info@ofmd.org.uk](mailto:info@ofmd.org.uk)

or write to Gwen Radcliffe, 4 St. Ann's Court, Oundle, Peterborough, PE8 4DS

## **Where and how do we collect your personal information?**

We collect personal data from you in several ways all associated with the smooth running of the Festival. These include: when you submit a paper or online entry; when you accept a trophy from us; when you complete a form to become a Patron; when you become a sponsor or advertiser; when you work with us in various capacities at the Festival (be it as a volunteer, adjudicator or accompanist) or when you contact us via phone, email or in person.

Your contact details i.e. name, address, phone number, email address may be collected for all of the above categories.

In addition, for the purpose of Festival Entry, we need to collect dates of birth information for age specific classes, recognising that young people are legally able to provide consent after the age of 13 years. The name of the school attended may also be collected for all entrants aged 16 and under. We will contact you if there is any further personal information that is required for Child Performance Licensing and associated exemptions.

## **How do we use your personal information?**

We use your personal information in a number of ways, which may include:

- Sending you copies of our syllabus
- Processing your entry form to take part in the festival
- Keeping you updated about your entry to the festival
- Applying for a Child Performance Licence
- Processing any applications to become a Festival volunteer or Committee member

- Processing any donations made to us
- Including your name in our printed programme
- Managing any orders for publications or other materials from us
- Including your photo or name on our website or social media
- Keeping you updated about future festivals
- Responding to a general enquiry made to us
- Dealing with a complaint or concern raised to us about one of our staff or volunteers

### **How long do you keep my information?**

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.

### **Who do you share my personal information with?**

We will never sell your details to any third party and we do not buy any personal data.

We will only ever use your personal data to manage your festival involvement with us.

If you have made a Gift Aid declaration, we may need to disclose the information you have provided as part of the Gift Aid declaration to HMRC in order to reclaim Gift Aid on your donation(s).

We may share or disclose your personal data if we are required to do so by any law or court order and, for example, to fulfill our obligations in respect of Child Performance Licensing.

If you are not involved in the festival, then we will only use your personal data to deal with the issue or enquiry that you have raised directly with us.

### **What is the legal basis for processing my information?**

We will only use your photo on our website or social media platforms, in publicity or press releases and in order to stay in touch with you about our next festival, when we have your specific consent.

We may also process your personal data because there is a legitimate interest for us to do so as part of our work, and it is reasonable to expect that your information would need to be processed by us to complete this work. For example, it is reasonable for us to collect your name, address and contact details to be able to process your festival entry and you would reasonably expect this to happen for your festival entry to proceed.

Whenever we process your personal data for our legitimate interests we make sure that we consider your rights and interests and will not process your personal data if we feel that there is an imbalance, or you would not reasonably expect your data to be processed in this way.

### **How do you keep my information secure?**

All electronic information is stored in devices with password security. Paper records are held within a property with security control.

Our website may contain links to other sites. Whilst we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites. Please be aware that websites that have links on our site may collect

personally identifiable information about you. This privacy statement does not cover the information practices of those websites or advertisers.

Those websites should have their own privacy policies and we encourage you to look at those policies or contact the website operators directly to understand how your personal data is used.

We may send communications to you by email. Email is not a fully secure means of communication, and whilst we do our utmost to keep our systems and communications protected we cannot guarantee this.

### **Your rights regarding our use of your personal information**

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

- to be informed about the collection and use of your personal information
- to access a copy of your personal information
- to object to processing of your personal information or to restrict its processing
- to have your personal information corrected if inaccurate
- to request that your personal information is erased, (without needing to specify a reason)

If you want to exercise any of these rights or make a complaint,

you can email [info@ofmd.org.uk](mailto:info@ofmd.org.uk)

or write to Gwen Radcliffe, 4 St. Ann's Court, Oundle, Peterborough, PE8 4DS

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.

Upon successful verification of your identity you are entitled to obtain the following information about your own personal information:

- The purposes of the collection, processing, use and storage of your personal data.
- The categories of personal data stored about you.
- The recipients or categories of recipients to whom your personal data has been or may be transmitted, along with the location of those recipients.
- The envisaged period of storage for your personal data or the rationale for determining the storage period.

In certain circumstances we might not be able to provide you with access to some of your personal information, but where appropriate, we will notify you of the reasons for this.

You can also make a complaint to the Information Commissioner's Office and the contact details and further information about how to do this can be found at: <https://ico.org.uk/>