

RWBAF DATA PROTECTION and PRIVACY POLICY

The Royal Wootton Bassett Arts Festival is run entirely by volunteers and registered with the Charity Commission (No: 1135906). It is a member of The British and International Federation of Festivals (BIFF).

What information do we collect about you?

In order to stage the Festival and manage its affairs RWBAF needs to collect and use personal data about individuals such as: competitors, their parents or teachers, RWBAF Friends, Volunteers, Adjudicators, Sponsors, etc., We collect information when you register through our online entry system to compete in the festival, apply to become a Friend of the Festival, or Volunteer to help at the Festival. We do not collect “sensitive personal data” unless there is a legitimate reason – where an entrant may need support to participate in a class.

Purpose of the Policy

- to ensure that RWBAF complies with data protection law and follows good practice.
- Protects the rights of all individuals whose personal data is collected by RWBAF.
- Is open about how it handles and uses individuals' personal data.
- Protects itself from the potential reputational and financial risks of a data breach.

Scope of Policy

This Policy applies to the Trustees of RWBAF, all Volunteers, Entrants, Teachers, Parents, Guardians and Carers as well as those working on behalf of RWBAF. We collect the names of individuals, their addresses, including email addresses, telephone numbers and information relating to individuals ie: date of birth, gender, school attended.

How will we use the information about you?

We collect information in order to process your entry to classes in the Festival and for administrative functions of the Festival. Access to this data will be restricted to RWBAF personnel. Personal data will be held securely and will not be passed on to a third party unless required to do so by law, but it should be noted that names of competitors will appear in the Festival Programme.

Access to your data and correction

You have the right to request a copy of the information that we hold about you. This can be obtained from the Festival Chair (e-mail: sj.rwbartsfestival@gmail.com). You may ask us to update or remove data if it is inaccurate.

Website and Online Entries

When you use our secure Online Entry System you will be directed to a supplier who will receive your credit/debit card number and contact information to process the payment fee(s). We do not obtain or retain your credit or debit card details.

Breach of Security

If anyone associated with RWBAF believes that a breach of privacy has occurred with any personal data held by RWBAF, he/she should notify RWBAF Trustees and provide details. The Trustees will investigate and take steps to prevent a further breach.