

Moira Furnace Folk Festival

DATA PRIVACY NOTICE

Your personal data and what we do with it

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR"). The Committee of Moira Furnace Folk Festival is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

We comply with our obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Our data relates to several different categories of people:

- Volunteers (Committee, Working Party members, Stewards, Helpers)
- Artists/Performers
- Suppliers of goods or services where these are individuals
- Ticket purchasers
- Mailing list members

We use your personal data for the following purposes:

- Volunteers
 - Maintaining a record of current volunteers with contact details
 - Advising volunteers of events (eg AGM) and other significant matters
 - Contacting volunteers regarding subsequent year festivals
- Artists/Performers where these are individuals
 - Maintaining records as required under accounting and government regulations
 - Contacting Artists and Performers to enquire about availability and charges and to make bookings
 - Contacting Artists and Performers regarding general matters (eg address or banking changes)
- Suppliers where these are individuals
 - Maintaining records as required under accounting and government regulations
 - Contacting Suppliers to make bookings, obtain quotations, place and progress orders, make payments, deal with queries
 - Contacting Suppliers regarding general matters (eg address or banking changes)
 - Supplier details may be passed on to our solicitors and to the courts in the event of disputes
- Ticket purchasers
 - Maintaining records as required under accounting and government regulations
 - Contacting regarding current year festival (payment, arrangements etc)
- Mailing list members
 - Ticket purchasers from years before 2018 have been automatically added to our mailing list. They can opt out at any time. From 2018 onwards they are asked to opt in if they wish

- Other methods of joining to mailing list (such as via the web site or at the festival) are opt-in
- Mailing list members may receive newsletters and other communications relating to Moira Furnace Folk Festival which we believe will be of interest to them

We only share information outside Moira Furnace Folk Festival where required by legislation or as specifically detailed in the section above.

- Processing is carried out by ourselves, using commercial mailing applications where appropriate. Mailing applications will store name and address data and will send out mailings only when specifically instructed to do so by us. They will not use personal data for their own purposes or share it with any other party.
- Banking information received in the course of payments to or from us is retained within the banking system only. Paypal payments will be retained within the Paypal system and are not accessible to Moira Furnace Folk Festival. No account information is retained outside these systems.

We keep data whilst it is relevant for the current and future year festivals.

Your rights regarding your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Moira Furnace Folk Festival holds about you;
- The right to request that Moira Furnace Folk Festival corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Moira Furnace Folk Festival to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

If you have any queries or complaints please in the first instance contact:

The Treasurer, Moira Furnace Folk Festival Committee, 1 Burton Road, Oakthorpe DE12 7QU
e-mail smcmfff@gmail.com

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