



Minsterley and District Eisteddfod

PRIVACY NOTICE

About us

Minsterley and District Eisteddfod is a charitable organisation (Registered Charity Number 1038356).

Privacy information

We have an obligation under the General Data Protection Regulation 2018 to manage your personal information fairly, lawfully and transparently; This means informing you what happens to any personal data that you give to us or any that we may collect from or about you and telling you about your rights.

Chairperson, Mrs Caroline Holloway is the Data Controller.

She is responsible for ensuring that the use of personal data complies with the principle requirements of the Data Protection Act 2018, the British and International Federation of Festivals' regulatory guidance and the Committee's recommended best practices.

Maintaining the security of your personal data is our priority and we are committed to preserving and respecting your privacy rights. We will handle your information fairly and legally at all times and we are dedicated to being transparent about the information we collect and how we use it.

With reference to our Child Protection Policy, safeguarding procedures are central to our processing of children's personal data.

What do we mean by data processing ?

Processing is our collection, recording, using, sharing and holding of personal information relating to individuals eg. Competitors, Adjudicators, Accompanists, Conductors, Officials, Members, Friends, Sponsors, Stewards, volunteers.

What type of personal data do we collect for processing ?

- Your individual details *eg. gender, title and full name*
- Your contact details *eg. postal and email addresses and telephone numbers*
- Your date of birth
- Parental / Appropriate adult details
- Payment information
- Information about your special needs - *if relevant*

How is your personal data collected ?

- Directly from you *eg. paper & online entry forms, payment details*
- Voluntarily from you *eg. correspondence / communications / feedback*
- Historic information (*procedurally recorded*)
- Other publicly available information *eg. directories, internet and social media*

What do we use your personal data for ?

The information is necessary to allow us to perform our official functions i.e. the planning, commissioning, directing and administration of the event;

- 1) Processing Eisteddfod Entry forms
- 2) Issuing Schedules to entrants
- 3) Apprising entrants of relevant updates
- 4) Providing information about upcoming events / the next Eisteddfod
- 5) Handling payments and donations made to us
- 6) Checking any applications for paid or unpaid roles within the Eisteddfod or involvement in our governance
- 7) Responding to general enquiries made to us
- 8) Dealing with complaints or concerns raised to us
- 9) Including entrants names in our printed day Programme (and where specific signed consent exists, releasing prize winners' names and / or photographs to local newspapers and sheets and on our Facebook and website pages to publicise the event and to promote future fundraising)

What are the legitimate interests for our processing of your personal data ?

It is reasonable to expect that your information would need to be processed in order for us to complete our work eg. it is reasonable for us to collect your name, address and contact details to be able to process your Eisteddfod entry and you would reasonably expect this to happen for your entry to proceed in the delivery of the Eisteddfod.

This involves the inclusion of your name in the day programme.

Your information forms the basis of the management and audit of our procedures (including accounting). We need your information for monitoring reasons and the analysis of our statistics to help us improve facilities and continuously develop the event.

Whenever we process your personal data, 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.

Who do we share your personal data with ?

As a rule, we treat your information as private and confidential; It will only be accessed by Committee Members, Imprint - the data Processor managing our printing requirements and iZettle - a Payment Card Industry certified company (meeting international data security standards) that processes our electronic payments.

It will not be shared with any other persons or organisations and will not be used for any purposes other than to administer your involvement with the event or to deal with issues or enquiries you raise directly with us.

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

If you make a Gift Aid declaration, we are required to disclose the information you have provided as part of the declaration to Her Majesty's Revenues and Customs enabling us to reclaim tax (and effectively increase) the amount of your donation.

We may need to consider disclosure of your information under the exemption provisions of the Data Protection Act 2018.

We undertake to inform you without delay if your personal data is lost, compromised or inappropriately disclosed.

How and when can you withdraw your consent ?

You can withdraw this at any time without specifying a reason by contacting the Data Controller.

Are you compelled to provide your personal data to us ?

You are not permitted to take part in the proceedings if you do not provide necessary information to us. The contractual information we request is considered proportionate to our needs.

How do we keep your information secure?

We have implemented appropriate physical, technical and organisational measures to protect your personal data from inappropriate access, use, modification, loss and destruction;

We only hold the agreed information. Secured hard copy documents and password protected computerised records are held for as long as we have a reasonable need (as these details form the basis for the management of our procedures).

You may elect to communicate with us 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.

Our website may contain links to other sites and our electronic payment system involves a third party data processor. 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 companies.

How long is your personal data retained by us ?

Your personal data will not be retained for longer than necessary in relation to the purposes for which it was originally collected, or for which it was further processed.

The rationale for a three year retention period for personal information is that this time principally satisfies audit requirements; We will hold records with financial transaction links for the current financial year, the last financial year and any previous financial year to sufficiently safeguard our interests. (In practice this means three years' accountability).

Our corresponding Audited Accounts must be kept for six years from the end of the last financial year they relate to.

What data do we archive ?

We also hold information in archived format.

Our archives comprise a collection of records and memorabilia documenting our unique heritage. They contain reliable evidence of our traditional practices and past period decisions.

The information we select for permanent preservation is designated as being in the public interest; We use the archive function to secure the availability of relevant, proportionate material for the purposes of community identity and historic memories and retentions.

Unavoidably the records contain personal information however, prior to archiving, appropriate measures are taken to minimise any adverse impact on living persons.

Up to May 2018, the Eisteddfod Schedules and Programmes were deposited (and consequently form part of a printed collection) at The National Library of Wales.

Future archives will be stored in hard copy format and managed online at the Shropshire Archives - a Service meeting the national accreditation standard.

The archives encompass our annual Schedules and day Programmes, lists of Winners and cup recipients, Celebrity Concert specifics, Annual General Meeting Minutes and miscellaneous / individual communications. Anyone wishing to view the records can register with Shropshire Archives as a reader and then order the papers for viewing in their public search room.

As well as their cultural value, our archives provide enduring transparency and accountability.

How is concluded data disposed of ?

Any paper copies comprising personal information are cross shredded.

Any electronic documents / records constituting personal information are destroyed by means of deletion.

What are your legal rights under the Data Protection Act 2018 ?

- The right to be informed
- The right of access
- The right to erasure
- The right to rectification
- The right to object
- The right to restriction
- The right to portability
- Rights in relation to automated decision making (including profiling)

Who should you contact if you have any comments, enquiries or require further advice or details ?

If you have a Subject Access Request, wish to exercise any of your other rights or to make an enquiry or complaint, please write to Chairperson:

Mrs Caroline Holloway at 21 Willow Park, Minsterley, Nr. Shrewsbury, Shropshire, SY5 0EH.

Who checks the application of data protection ?

The Information Commissioner's Office (ICO) is the UK independent regulatory body dealing with the upholding of information rights in the public interest and the indorsement of data privacy for individuals under the Data Protection Act.

<https://ico.org.uk/>