

## Privacy Policy Statement

This privacy Policy Statement sets out how Wirksworth Arts Festival uses and protects any information that you give Wirksworth Arts Festival when you use this website or contact us by other means.

Wirksworth Arts Festival is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Wirksworth Arts Festival may change this Policy statement from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This current Policy Statement is effective from **11/05/18**.

### The lawful bases under which we collect and use your data

We require your clear and unambiguous consent to process your data if you sign up to our newsletter. From time to time we may ask you to restate your consent.

If you are working with Wirksworth Arts Festival as a volunteer, secondee, supplier or other business contact, then we require your data in order to fulfil our legitimate interests (contacting you regarding internal meetings, research projects, events and other activities in fulfilment of our purpose of highlighting and improving Employee Engagement).

If you are working with Wirksworth Arts Festival under a formal contract or agreement, then we require your data on a contract basis.

### What we collect

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to surveys, projects and/or opportunities

### What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal communications to fulfil the purpose of Wirksworth Arts Festival
- Internal record keeping.
- We may use the information to improve our website and offerings.
- We may periodically send emails about new projects, ideas or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for research purposes. We may contact you by email, phone or mail. We may use the information to customise the website according to your interests.

## **Security & Information Retention**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable procedures to safeguard and secure the information we collect online. We regularly review the systems we use and the data we hold to ensure we are keeping it for an appropriate length of time and that it is still relevant.

## **Links to other websites**

Our website contains links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Controlling your personal information**

If you have previously provided us with your personal information so that we can send you newsletters, you may change your mind at any time by writing to or emailing us at [admin@wirksworthfestival.co.uk](mailto:admin@wirksworthfestival.co.uk), or by unsubscribing within our newsletter.

If you have previously provided us with your personal information as a business contact, volunteer or secondee with the movement, then we will hold and process that data in accordance with pursuing our legitimate interests in the service of our purpose of highlighting and improving Employee Engagement. If you no longer wish to be associated with Wirksworth Arts Festival in this way, please let us know at [admin@wirksworthfestival.co.uk](mailto:admin@wirksworthfestival.co.uk)

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties as part of our newsletter.

You may request details of personal information which we hold about you under the Data Protection Act 1998 and the GDPR by emailing [admin@wirksworthfestival.co.uk](mailto:admin@wirksworthfestival.co.uk)

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

We will continue to hold information for as long as your relationship with Wirksworth Arts Festival is deemed active, and thereafter we may keep any information relative to the relationship as dictated by regulatory, legal or operational requirements. In the case of our newsletter, we will immediately remove and delete your data from the newsletter system if you withdraw your consent by unsubscribing or contacting us at [admin@wirksworthfestival.co.uk](mailto:admin@wirksworthfestival.co.uk) however you should note that if we also hold data relating to you through one of our other lawful bases for data processing (through our legitimate interests in operation, or through a contract or agreement) that we will continue to hold that data as required.

Agreed by the board of trustees May 2018