

# Croydon Performing Arts Festival

## Privacy Policy



### Your Personal Data

#### What we need

Croydon Performing Arts Festival (“CPAF”) will be what is known as the “Controller” of the personal data you provide to us. We collect only basic personal data about you and the individuals who you enter for the CPAF which does not include any special types of information or location-based information. This does, however, include:

- Your name
- Your address
- Your date of birth
- Your telephone number
- Your email address
- Your bank details

#### Why we need it

We need to know your basic personal data in order to keep in touch with you regarding CPAF and in order to schedule our events appropriately. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

#### What we do with it

All the personal data we process is processed by our staff in the UK; however, for the purposes of IT hosting and maintenance, this information is also processed by a third party. Full details of our IT providers’ privacy policies can be accessed at <https://support.wix.com/en/article/wixs-privacy-policy>; and <https://www.runmyfestival.co.uk/runMyFestival/security/welcome.xhtml>.

Where we need to obtain a performance licence for children involved in CPAF events, we supply personal information to the relevant local authority. We ask specifically for this information at the time that it will be needed for the children’s performance. We do not retain this information or use it for any other purpose.

#### How long we keep it

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, subject to certain legal obligations mentioned below.

We will retain personal data in accordance with our data-retention policy set out below. We review our data retention periods for personal data on a regular basis.

We will hold personal data relating to:

- **Your festival entry** for 12 months following the end the festival. Trophy winners’ details will be retained until the trophies are returned safely to the festival.
- **Employment or volunteering** with the festival for 5 years following the end of your employment or volunteering with us.

- **Legacies or donations** for 5 years after to legacy or donation is received.
- **Subscribing to our newsletter** or email updates about future festivals. You can unsubscribe at any time from our mailing list.

We are legally required to hold some personal data to fulfil statutory obligations, for example the collection and reporting of Gift Aid to HMRC, or to support certain financial transactions.

The law allows you to withdraw your consent to any usage of your data at any time without needing to specify a reason. You can withdraw your consent by emailing us at [cpafchair@gmail.com](mailto:cpafchair@gmail.com).

### **What are your rights?**

If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Our Data Protection Officer is Richard Deering, you can contact him at [cpafchair@gmail.com](mailto:cpafchair@gmail.com).