



# Highbridge Festival of The Arts

Registered Charity No: 284082

Affiliated to The British & International Federation of Festivals



## Privacy Notice

Highbridge Festival of The Arts is run entirely by volunteers and holds a Festival of Speech, Drama, Dance and Music annually. The Festival collects and processes information from individuals, schools, Dance Schools and other groups to facilitate its Legitimate Interest in organising and administering The Festival and to fulfil relevant legal and contractual obligations.

### What information do we collect about you?

We collect information about you when you voluntarily complete entry forms, recruitment forms, Friends and Sponsorship forms, provide details as part of your contract, make an enquiry via our website or directly through Members of the Festival, sign in when helping at The Festival, have an accident or give permission for us to take photographs of entrants.

### How we will use the information about you?

We collect and process information about you so that we can contact you about the Festival, compile the programme for the Festival, produce adjudicator sheets and certificates, deal with your enquiries, contact you to act as an adjudicator at The Festival, compile our accounts, keep records for insurance and safeguarding purposes or use photographs to publicise the Festival. We also publish the names of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners of each Class on our website and in the local press.

The Festival will not share your information with any other persons or organisations, unless required to do so by law.

### For how long will we keep your information?

Information collected for insurance and safeguarding purposes or which relates to our accounts will be kept for a minimum of 7 years. All other information will be kept for two years after the relevant Festival has taken place, or longer if you remain an active member or user of the Festival.

## **Access to your information and correction**

You have a right to request a copy of the information that the Festival holds about you. If you would like a copy of some or all of your personal information, please email the General Secretary, [clarecatcheside@btinternet.com](mailto:clarecatcheside@btinternet.com), or write to her at 238 Burnham Road, Burnham-on-Sea, TA8 1LS. We may make a small charge to cover copying costs.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate, by contacting us using the above details.

## **Website**

Our website uses cookies to improve your browsing experience so that you can navigate and use key features on our site. They help our website remember preferences and understand how people use different features.

When you contact us via the website, we process your enquiry according to the information you provide.

Our website contains links to other websites. This Privacy Notice only applies to the Highbridge Festival website, so when you link to other websites you should read their own privacy policy.

## **Changes to our Privacy Policy**

We keep our Privacy Policy under review, and we will update it when necessary. This Privacy Notice was agreed by The Management Committee of The Festival on 17 September 2023 and will be reviewed regularly.

## **How to contact us**

Please contact us if you have any questions about this Privacy Notice, our Data Protection Policy or information we hold about you:

- By email: [clarecatcheside@btinternet.com](mailto:clarecatcheside@btinternet.com)
- Or write to us at: General Secretary, Highbridge Festival of The Arts, 238 Burnham Road, Burnham-on-Sea, TA8 1LS