



## DATA PROTECTION POLICY

All information provided to the Festival will be treated in accordance with our Data Protection Policy.

- The Fareham Music Festival is a registered charity (number 1042609) established to provide a performance platform for musicians of all ages.
- The Festival maintains personal information on a variety of individuals for legitimate purposes:
  - TEACHERS/PARENTS/GUARDIANS of competitors, self-entered COMPETITORS, COMMITTEE MEMBERS, VOLUNTEERS, ACCOMPANISTS, ADJUDICATORS and others (names and contact details for communications relevant to the running of the Festival)
  - COMPETITORS (names and dates of birth for class lists and return of trophies, and any other information which may be required by Local Authorities for the purpose of child performance licensing)
- The information is kept securely in hardcopy and/or password-protected digital format and is available only to authorised Festival staff for legitimate purposes on a strict 'need to know' basis.
- The information will not be shared with any third party except for competitor names to be listed in the Festival programme, names of trophy winners to be published on the Festival website and any other competitor information required by Local Authorities for child performance licensing.
- You have the right at any time to review the information held for you and to request that it be modified or deleted. The Festival will comply with such requests within 10 working days. Address requests to the Festival's Data Manager at [farehammusicfestival@gmail.com](mailto:farehammusicfestival@gmail.com)
- Personal information on competitors will be deleted after three years of inactivity. Other information will be kept until such time as the Festival no longer needs it or you request us to remove it.
- This policy will be reviewed periodically by the Festival Committee to ensure that it continues to meet the highest standards of Data Protection. This version issued November 2018.

