

## **DATA PRIVACY NOTICE**

### **Charles Wood Festival of Music and Summer School**

#### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

#### **2. Who are we?**

The Charles Wood Festival of Music and Summer School is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### **3. How do we process your personal data?**

The Charles Wood Festival of Music and Summer School complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records (i.e. Charles Wood Singers, Charles Wood Girls' Choir, Friends of the Charles Wood Summer School);
- To promote the interests of the Festival and Summer School
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To process members' subscription payments, other payments and refunds
- To inform you of news, events, activities and opportunities relating to the Charles Wood Festival of Music and Summer School.

#### **4. What is the legal basis for processing your personal data?**

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and opportunities and process your gift aid donations
- Processing is necessary for carrying out obligations under employment or a collective agreement

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will not be shared with third parties.

## **6. How long do we keep your personal data?**

The Charles Wood Festival of Music and Summer School ensure that data is not kept any longer than necessary. We will keep data on individuals no longer than 36 months after our involvement with the individual has ceased, unless there is a legal requirement to keep records.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Charles Wood Festival of Music and Summer School holds about you
- The right to request that the Charles Wood Festival of Music and Summer School corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for the Charles Wood Festival of Music and Summer School to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)

[*Only applies* where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means]

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data, (where applicable)

[*Only applies* where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]

- The right to lodge a complaint with the Information Commissioners Office (see below)

## **8. Further processing**

If the Charles Wood Festival and Summer School wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice. The new notice

will explain the **new use** of your personal data prior to commencing the processing. It will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact our Administrative Assistant, Mrs Heather Bloomer via email [charleswoodfestival@gmail.com](mailto:charleswoodfestival@gmail.com) or by writing to The Charles Wood Summer School, c/o Visitor Information Centre, 40 Upper English St, Armagh, BT61 7BA.

You can contact the Northern Ireland Commissioner's Office on 02890 278757 or 0303 123 1114; via email [ni@ico.org.uk](mailto:ni@ico.org.uk); or by writing to the Information Commissioner's Office, 3<sup>rd</sup> Floor, 14 Cromac Place, Belfast, BT7 2JB.