



PRIVACY POLICY

Who are we?

Basingstoke Music & Arts Festival (BMAF) is a 'not for profit' organisation which hosts an annual music and arts festival including competitions for all ages and abilities. Our registered Charity Number is 1037049 and BMAF is affiliated to the British and International Federation of Festivals. In this capacity we are the 'controller' of the personal data you provide to us. We have defined and made available our Privacy Policy in order to be compliant with GDPR (General Data Protection Regulations) effective from 25th May 2018.

Data

Unless otherwise agreed with you, BMAF will only collect and record basic personal data about annual competition entrants and adjudicators.

The basic information we hold is:

- Name
- Home Address
- Contact details (phone and or email),

If the entrant is a child (of school years 1 to 13), in accordance with our Governance responsibilities, BMAF also needs to obtain and record:

- Name of the entrant's responsible teacher
- The authorising Parent or Guardian
- Child's date of birth

With regard to payments made for Professional Services provided by Adjudicators and/or Accompanists, we may additionally need to ask for and record Bank Details as well as Biographical and Educational Details (The latter for inclusion in the printed and/or on-line BMAF Syllabus or Festival Programme).

Why we need your Data

We utilise your personal information for the sole purpose of enabling us to efficiently plan and host the annual BMAF programme. This includes the need to inform entrants of timetables, confirm details relating to classes or entrants and the sending of information promoting competition entry. Information is also used to maintain BMAFs own accounts and records. BMAF will not collect any personal data from you that it does not specifically need.

What we do with your Data

All the personal data BMAF holds about you will be processed by the Basingstoke Music and Arts Festival committee and/or Section Secretaries. No third parties will have access to your personal



data unless there is a legal obligation for BMAF to provide it. BMAF will also take all reasonable steps to ensure that your personal data is processed and stored securely.

How long we keep your Data

BMAF will generally keep your personal data for a maximum of six years, or until you notify us that you no longer wish BMAF to hold it.

Your rights and responsibilities

You have the right to request that your data is amended or deleted at any time. You also have the responsibility for ensuring the data BMAF holds about you is accurate and current. In either case, any queries should be directed to the relevant secretary for the section(s) in which you are/were an entrant or received information about. More details about your rights can be found on the Information Commissioner's website at www.ico.org.uk

Changes to this policy

This privacy notice will be periodically reviewed and updated where necessary. The most up to date version will be available on our website www.basingstokemusicandarts.org.uk . **You can withdraw your consent for BMAF to hold your data at any time**