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| **THE RUISLIP-NORTHWOOD FESTIVAL ASSOCIATION** |
| **GENERAL DATA PROTECTION REGULATION 2018** |
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| **PRIVACY POLICY** |
| **Chris Lee** |
| **18th MAY 2018** |
| **Ver 1.2** |

# The Ruislip-Northwood Festival Association

# Privacy policy

#  1. What do you do with my personal data?

* We use your data to provide you with information about and entry into The Ruislip-Northwood Festival.

# 2. Provide you with services and information

* Contact you if necessary;
* Tell you about any new developments
* Send you information about Festival by post or email e.g syllabus, timetable, dates and venues for our Festival

# 3. How long will you keep my personal data?

We use your information to enter competitors into the next Ruislip-Northwood Festival. We retain your contact details so that we can inform you about the festival in subsequent years, but will delete your data if you do not submit entries to the Festival in the subsequent year. You can request that we delete your data at any time.

# 4. Who do you share my personal data with and why?

**We will share your information in the following situations:**

* With partners who run our “on line” entry system (Run My Festival).
* When you have provided your consent.
* Where a competitor qualifies for the All England Dance competition we inform AED of your result and the class in which you qualified.

**We may share your information:**

* If required to do so to obtain a “Body of Persons Approval” as part of the Children (Performances and Activities) (England) Regulation 2014
* During emergencies when we believe physical safety is at risk;

# 5. What data do you hold about me?

**We collect information as follows:**

Directly from you such as information provided within entry forms or registration with our on line entry system.

**We collect such information as:**

* Parent/Teacher/Organization/Individual contact information including name, address, email address and telephone numbers;
* Competitor Name, age and Dance/Drama/Music school that they attend.

**How we collect information:**

We collect information directly from you when you:

* Register to become a user of the on line entry system;
* Submit entries to our Festival;
* Become a member of The Ruislip-Northwood Festival Association;
* Become a volunteer helper at our Festival:

# 6. What rights do I have?

**You have the following rights:**

* To be informed about how we use your personal data (the purpose of this Privacy Notice)
* To update your personal data :-
* a) If registered with our online entry system you can update or amend your information by logging on to the system (Speech & Drama section);
* b) Contact the relevant section secretary (Music & Dance)
* c) Contact the General secretary regarding membership details
* To ask us to delete your personal data.
* To get a free copy of your personal data. A subset of your data (limited to data that you have provided to us) is available in a machine-readable format if required;
* The right to make a complaint to the Information Commissioner [www.ico.org.uk](http://www.ico.org.uk) if you think that any of your rights have been infringed by us.

When requesting a copy of your personal data, you can do this via email or post.

The Ruislip-Northwood Festival reserves the right to charge an admin fee or refuse a request where requests for data are clearly unreasonable or excessive, particularly if they are repetitive.

We will never give your personal data to a third party for marketing.

# 7. How do you ensure my data is secure?

The Ruislip-Northwood Festival is committed to keeping your data secure. We use a variety of security technologies and procedures to help protect your personal data from unauthorized access, use or disclosure.

**Security of Communications**

Please be aware that communications over the Internet, such as e-mails and web mails, are not secure unless they have been encrypted. The Ruislip-Northwood Festival cannot accept responsibility for any unauthorized access or loss of personal information that is beyond our control.

**The Ruislip-Northwood Festival Facebook page**

You are reminded that chat rooms and opinion forums are for public discussion. Any personal information that you choose to supply when you participate in these discussions is widely accessible. Never reveal any personal information such as your telephone number, postal or email address when you participate in these discussions.

**Users 16 and under**

If you are aged 16 or under, please get your parent or guardian's permission before providing any personal information or before taking part in any Ruislip-Northwood Festival discussion. Users without this consent are not allowed to provide us with personal information.

**Third Party Sites**.

This policy does not apply to third party sites that you may access via our Portals. You should therefore ensure that you are familiar with the applicable third-party privacy policy before entering any personal information on a third party site.

# 8. How can I contact you?

If you would like more information or would like to raise any queries with us in relation to your information, you can contact us by writing to the Festival Chairman at:

Chairman.
The Ruislip-Northwood Festival Association.
1, Midcroft, Ruislip, Middlesex HA4 8ET

Email:- rnf.chairman@outlook.com

# 9. Changes to this Privacy Notice

We will check this policy from time to time and post any changes here.

We may also let you know about these changes by email.

# 10. Resolving Privacy Issues

We will always try our best to resolve any data privacy issue you may have. You have the right to refer any data privacy issue to the [Information Commissioner's Office](https://www.ico.org.uk/) at any time. [www.ico.org.uk](http://www.ico.org.uk)

Call the ICO helpline on 0303 123 1113
Postal address: Information Commissioner's Office
 Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**FOR MORE INFORMATION PLEASE CONSULT OUR DATA PROTCTION POLICY**