

## **PRIVACY NOTICE**

### **Who we are**

The Dudley Festival of Music, Drama and Dance takes great care to preserve your privacy and safeguard any personal data you provide to us. This Privacy Notice explains how we collect and use your personal data.

### **What personal data we collect**

We collect information, supplied by you from the application form submitted for participation in the festival, from the Trophy Receipt form and from volunteers.

We may collect personal data such as:

name

address

date of birth

telephone number

email address

bank details.

### **How we will use your personal data**

We will use your personal data in a number of ways for the purpose of the running of the festival.

These may include:

- a) to process your entry form to take part in the festival.
- b) to keep you updated about your entry to the festival.
- c) to send you copies of our syllabus.
- d) to manage volunteers.
- e) to include names of performers in printed programme and on list of winners on website.

The application forms ask you to acknowledge and consent to our keeping a mailing list for this purpose.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential and will be accessed only by committee members. It will be stored securely by ensuring that appropriate technical measures are in place and will not be shared by any third party without your consent.

You can request that your data be removed from the mailing list at any time by contacting the Nominated Data Protection Officer.

### **How long we will keep your personal data**

Your personal data will not be retained for longer than necessary in relation to the purposes for which it was originally collected.

Trophy winners' details will be retained until the trophies are returned safely to the festival.

The **Nominated Data Protection Officer** is the Chairman, Mrs Mary Burns, who can be contacted at [chairman@dudleyfestival.co.uk](mailto:chairman@dudleyfestival.co.uk)