

The Priston Festival - Privacy Notice

Introduction

The Priston Festival (Registered Charity no. 1143394) is committed to preserving your privacy. This notice explains how and why we use your personal data, to ensure you remain informed and in control of your data.

If you have queries, concerns, requests or complaints about the use we make of your personal data, you can contact us by emailing us at pristonfestival@googlemail.com or by writing to us at The Priston Festival, Church Farm Cottage, Church Farm Lane, Priston, Bath BA2 9EF.

What information we collect and how we use it

We collect the following personal information:

- email addresses of individuals who wish to subscribe to Festival emails via the online MailChimp system - the lawful basis is that the individual has given consent for this. Individuals can unsubscribe at any time;
- non-sensitive personal details and details of items purchased and payment means of individuals purchasing tickets online - the information is securely collected and processed via PayPal and the lawful basis of processing is that it is necessary for delivery of a contract the Festival has with the ticket purchaser, and to support the legitimate interests of the Festival, including the management of events and the keeping of accounting records;
- non-sensitive personal details and details of payment means of individuals making on-line donations to the Festival - the information is collected and processed via PayPal and the lawful basis of processing is that it is necessary to support the legitimate interests of the Festival, including the management of the Festival and the keeping of accounting records;
- non-sensitive personal details of attendees of Priston Festival events where those individuals choose to complete Audience Survey forms, or purchase lottery tickets offered for sale;
- personal details of individuals involved in any accidents or similar incidents at Priston Festival events - we will only use this information to protect your interests and in the legitimate interests of the Priston Festival, and will ensure your privacy rights are respected.
- personal information of individuals who contact us directly – if you email or write to us please do **not** include any payment card information in your communication;
- we collect non-sensitive personal information regarding performers and traders, in order to allow contracts between us and the individuals to be delivered, and in support of our legitimate interests in managing, organising and promoting the Priston Festival,
- we collect non-sensitive personal information regarding Trustees, volunteers, sponsors, donors and event attendees in support of our legitimate interests in managing, organising and promoting the Priston Festival;
- we also take photos and record videos at Festival events and publish these on our website and other media in support of our legitimate interests in promoting the Festival.

Note that the Priston Festival does **not** have access to bank account or payment card information of individuals purchasing tickets or donating online;

Information collected regarding email subscribers via MailChimp and regarding payments made via PayPal is also subject to the Privacy policies of those organisations.

Personal information provided by users of Priston Festival social media sites will be subject to the Privacy Policies of the companies operating the social media.

Disclosing & sharing information

We will never sell your personal data. We will only share it with third parties where this is necessary to provide you with a service that you have requested, and where these activities are conducted under a contract to keep your information confidential & secure, or in the legitimate interests of the Priston Festival (providing your rights do not override these).

Storage and protection of data

We store our data within the European Economic Area. Some organisations which provide services to us may transfer personal data outside of the EEA, but we will only allow them to do so if your data is sufficiently protected.

We will only use and store information for so long as it is needed for the purposes for which it was collected. The Priston Festival never has access to or stores payment card information.

We use a variety of physical and technical measures to keep your data safe and prevent unauthorised access to or disclosure of your personal information.

Keeping you in control

You have the right to:

- confirmation as to whether or not we have your personal data, and if we do to request a copy;
- the right to have your data erased (except where it is necessary for us to continue to use the data for a lawful reason);
- the right to have inaccurate data corrected;
- complain to us about our use of your personal data. If you are not happy with our response you can complain to the UK Information Commissioner's Office. Details of how to do this can be found at <http://www.ico.org.uk>.

Cookies

We use a tool called Google Analytics to collect information on how visitors use the Festival website. In order to do this Google Analytics uses cookies to store information on your computer. The information we collect includes whether you have previously visited the website, the timing and numbers of visits made, pages visited, referring websites, information on the computer being used eg. operating system and screen size, and other similar items.

All the information collected is anonymous and aggregated. The information on web usage is purely restricted to your use of the website. It is collected in order to improve the website and make it more useful to visitors.

- If you wish to disable cookies in your browser software, you can find further information [here](#), but do bear in mind that disabling cookies will impair your experience of some websites;
- alternatively, you can download and install the [Google Analytics Opt-Out Browser Add-on](#). The Add-on communicates with the websites running Google Analytics to indicate that information about the website visit should not be sent to Google Analytics. The Google Analytics Opt-out Browser Add-on is available for Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari and Opera. This should not affect the functionality of websites you visit but it will mean that anonymous usage information is not made available to website managers to enable them to improve their websites.

This policy was approved by the Priston Festival Trustees on 11 March 2018.