

PRIVACY NOTICE

The Springboard Festival takes great care to preserve your privacy and safeguard any personal data you provide to us. This Privacy Notice explains how we will collect and use your personal data.

We may change this Privacy Notice from time to time, so you may wish to check regularly to ensure that you are happy with any changes.

1. Who we are

We are Springboard – Brighton & Hove Performing Arts Festival. We are a registered charity (Registered Charity Number 1078068) and company limited by guarantee (Company Number 3747966). Our registered address is c/o Kreston /Reeves, Plus X, Innovation Hub, Lewes Road, Brighton, BN2 4GL.

2. What personal data do we collect?

We may collect personal data such as:

- Your name
- Your address
- Your date of birth
- Your telephone number
- Your email address

3. How do we use your personal data?

We will use your personal data in a number of ways, which may include:

- (a) Processing your entry form to take part in the festival
- (b) Keeping you updated about your entry to the festival
- (c) Sending you copies of our syllabus
- (d) Keeping you updated about future festivals
- (e) Processing any applications for a paid or unpaid role within the festival
- (f) Processing any donations made to us, including Gift Aid, if applicable
- (g) Including your name in our printed programme.
- (h) Managing any orders for publications or other materials from us.
- (i) Processing your application to be involved in our governance such as becoming a member of Springboard

- (j) Responding to a general enquiry made to us
- (k) Dealing with a complaint or concern raised with us
- (l) Including your photo and/or name on our website or social media
- (m) Informing you of events and offers which may be of interest by our partners, such as Brighton & Hove Music and Arts, Brighton Youth Orchestra, and Brighton Philharmonic.

4. Who do you share my share my personal data with?

We will only ever use your personal data to manage your festival involvement with us, including keeping you up to date with any festival news.

If you are not involved in the festival, then we will only use your personal data to deal with the issue or enquiry that you have raised directly with us.

We will never sell your details to any third party and we do not buy any personal data.

If you have made a Gift Aid declaration, we may need to disclose the information you have provided as part of the Gift Aid declaration to HMRC for the purpose of reclaiming Gift Aid on your donation(s).

We may share or disclose your personal data if we are required to do so by any law or court order.

The details of performers entered into the online entry system used by Springboard, Play and Perform, will be shared with Springboard.

Security of the data stored by Play and Perform is covered by Appendix 1 of its contract with Springboard. Systems and databases used by the Play and Perform are protected by user ID and password. Personal data is encrypted before storage and does not reside on the web server used to provide access to the service.

5. What is the legal basis for processing my information?

In some cases, we will only process your personal data where we have your specific consent to do so, such as including your name in our programme(s), using your photo on our website and Facebook page, and to stay in touch about our next Festival.

We may also process your personal data because there is a legitimate interest for us to do so as part of our work, and it is reasonable to expect that your information would need to be processed by us for us to complete this work. For example, it is reasonable for us to collect your name, address and contact details to be able to process your festival entry and you would reasonably

expect this to happen for your festival entry to proceed. For child performers, we are required under legislation and regulation including, but not limited to, the Children (Performances and Activities) (England) Regulations 2014 to provide name, postcode and date of birth to the Local Authority.

Whenever we process your personal data under the 'legitimate interest' lawful basis, we make sure that we consider your rights and interests and will not process your personal data if we feel that there is an imbalance, or you would not reasonably expect your data to be processed in this way.

6. How do you keep my information secure?

We have implemented appropriate physical, technical and organisational measures to protect the personal data from improper access, use, alteration, destruction and loss. These measures are reviewed regularly and recorded in our Data Systems Register.

Our website may contain links to other sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites. Please be aware that advertisers or websites that have links on our site may collect personally identifiable information about you. This privacy statement does not cover the information practices of those websites or advertisers.

Those websites may have their own privacy policies and we encourage you to look at those policies or contact the website operators directly to understand how your personal data is used.

We may send communications to you by email. Email is not a fully secure means of communication, and whilst we do our utmost to keep our systems and communications protected, we cannot guarantee this.

7. How do you use cookies on your website?

A cookie is a small file that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

We use the following cookies:

- **Strictly necessary cookies.** These are cookies required for the operation of our website.
- **Analytical/performance cookies.** These allow us to count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

Please note that third parties including, for example, advertising networks and providers of external services, such as web traffic analysis services, may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

8. Your rights

You have various rights in respect of the personal data we hold about you. These rights are set out in more detail below:

- a. The right to be informed about the collection and use of your personal data;
- b. The right to access to your personal information;
- c. The right to object to processing of your personal information;
- d. The right to restrict the processing of your personal information;
- e. The right to personal data portability;
- f. The right to rectify your personal information;
- g. The right to erase your personal information;
- h. Rights in relation to automated decision making and profiling.

If you make a request relating to any of the rights listed above, we will consider each request in accordance with all applicable data protection laws and regulations. No administration fee will be charged for considering and/or complying with such a request unless the request is deemed to be excessive in nature.

Upon successful verification of your identity you are entitled to obtain the following information about your own personal information:

- a. The purposes of the collection, processing, use and storage of your personal data.
- b. The categories of personal data stored about you.
- c. The recipients or categories of recipients to whom your personal data has been or may be transmitted, along with the location of those recipients.
- d. The envisaged period of storage for your personal data or the rationale for determining the storage period.
- e. The use of any automated decision-making and/or profiling.

If you want to exercise any of these rights or make a complaint, you can by email admin@springboardfestival.co.uk

or write to: **The Data Manager, c/o 40 Shaftesbury Road, Brighton BN1 4NF**

You can also make a complaint to the Information Commissioner's Office and the contact details and further information about how to do this can be found at: <https://ico.org.uk>

In certain circumstances we might not be able to provide you with access to some of your personal information, but where appropriate, we will notify you of the reasons for this.

9. How long do you keep my information for?

Your personal data will not be retained by the festival for longer than necessary in relation to the purposes for which it was originally collected, or for which it was further processed, subject to certain legal obligations mentioned below.

We will retain personal data in accordance with our data retention policy set out below. We review our data retention periods for personal data on a regular basis.

We will hold personal data relating to:

- **Your festival entry** for 30 months following the end the festival. Trophy winners' details will be retained until the trophies are returned safely to the festival.
- **Employment or volunteering** with the festival for 3 years following the end of your employment or volunteering with us.
- **Legacies or donations** for 3 years after the legacy or donation is received
- **Subscribing to our newsletter or email updates** about future festivals – you can unsubscribe at any time from our mailing list.

The data we hold is reviewed regularly and, in accordance with the schedule specified in our Data Systems Register, deleted and destroyed, when appropriate.

We are legally required to hold some personal data to fulfil statutory obligations, for example the collection and reporting of Gift Aid to HMRC, or to support certain financial transactions.

The law allows you to withdraw your consent to any usage of your data at any time without needing to specify a reason. You can withdraw your consent by emailing us at admin@springboardfestival.co.uk.