

INVERNESS FESTIVAL ASSOCIATION

PRIVACY NOTICE

Inverness Festival Association is committed to protecting your privacy, upholding your right to confidentiality and keeping any personal information that you share with us safe and secure. Inverness Festival Association operates under the General Data Protection Regulation 2018 which regulates the collection of your personal information.

This Privacy Notice sets out how we will protect your right to privacy, why we collect your information and how we keep your personal information safe and secure.

Who Are We?

The Inverness Festival Association is a charity, regulated by the Scottish Charity Regulator, registered charity number: SC 013357. It organises the annual Inverness Music Festival, which is a competitive music festival open to all ages and abilities.

What information do we collect about you?

The types of information that we may collect or hold on you includes name, address, telephone number, email address and date of birth.

Where do we get your information?

Your information will be sourced directly from you or publicly available information.

Why do we collect and process your information?

Inverness Festival Association may use your personal information for the following purposes:

- To organise the music festival.
- To decide who is eligible to play at the festival.
- To keep you informed about the festival.
- To accept entry fees.
- To organise volunteers.
- To maintain a record of membership of the festival.

Without this information, Inverness Festival Association will not be able to organise the festival.

Do we share your information with anyone?

We do not share your information with any other organisation or individual.

How long do we keep your information?

Inverness Music Festival has agreed to keep your personal information for the following time periods unless there any other requirements under UK or EU law to keep it longer.

GROUP	RETENTION PERIOD
Committee Members	One year after they cease to be a Committee Member
Volunteers	One year after they cease to be a Volunteer

Entrants	One year
Applicants	One year
Accompanists	One year after they cease to be an Accompanist
Adjudicators	One year after they cease to be an Adjudicator
Life and other Members	One year after they cease to be a Member
Individual Sponsors	One year after they cease to be a sponsor

Lawful Basis

Under the General Data Protection Regulation 2018, Inverness Festival Association must have a valid lawful basis for processing information. Inverness Festival Association will only process personal information where we believe we have a lawful basis to do so.

The following information summarises the basis on which we process your personal information.

- You have given clear consent to the Inverness Festival Association to process your personal data for a specific purpose.
- Processing is necessary for Inverness Festival Association to meet its legitimate interest in running a music charity, which organises the annual Inverness Music Festival.

Security

Inverness Festival Association takes information security seriously. We have a suite of policies which describe how we safeguard personal information. These are available from the the address below. The measures include lockable storage, clean desk policy, password protection policy, data encryption and up-to-date security software to guard against unauthorised access, accidental loss, damage or destruction of personal information.

Communications in connection with the festival will, where possible, be sent by email. For ease of use and compatibility, communications will not be sent in an encrypted form. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

What are your rights?

If at any point you wish to access your personal information or believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. You also have the right to restrict the processing of personal information and, in certain circumstances, you can object to the processing of your personal information. This is generally known as a Subject Access Request. We advise that you use the Inverness Festival Association Subject Access Request Form but this is not essential.

If you wish to raise a complaint on how we have handled your personal information, you can contact us to have the matter investigated. Please contact us as follows:

The Administrator
Inverness Festival Association
Festival Office
11 Kenneth Street
Inverness
IV3 5NR

You can also email us at: admin@invernessmusicfestival.org

If you are not satisfied with our response or believe we are processing your personal information not in accordance with the law, you can complain to the Information Commissioner's Office at www.ico.org.uk