



PRIVACY NOTICE FOR PATRONS

Our Patrons are extremely important to us and this Privacy Notice explains how we collect, store, manage and protect your personal information, when you become a Patron of the Codsall Community Arts Festival Association (CCAFA). We are required to send this Notice to you, as part of our compliance with the European Union General Data Protection Regulation (GDPR) legal framework, effective from 25 May 2018. A copy of the current Privacy Notice for Patrons will always be available on our website codsallartsfestival.org.uk.

Our identity: The Codsall Community Arts Festival is a biennial event which began in 1978. The Festival aims to bring local, national and, where possible, international talent to the area and to cater for the range of interests within the community. CCAFA is a registered charity. Membership of the Association is available to individuals, who pay the appropriate subscription on a biennial basis and thereby become Patrons. Our Chairman, and Controller of the personal data we hold, is John Harris, of 26 Histons Drive, Codsall, WV8 2ET.

Mailing list: We keep a mailing list so we can send relevant information to our Patrons, and also keep the necessary financial records. We need our Patrons to complete a biennial subscription form with their name and postal address and the subscription amount they have paid. We also request a phone number and email address, if available, to allow us to make contact more urgently, for example if there is any problem with their membership, any short notice change to the Festival programme, or any other unforeseen difficulty. We also give our Patrons the opportunity to offer their assistance as volunteers during the Festival and we record their responses. In addition we give eligible Patrons the option to Gift Aid their subscription, which requires them to complete a Gift Aid form.

Using your information: The subscription and Gift Aid forms that you complete (either in paper form or by email) are sent to a named Festival Committee Member, nominated as the Processor. (S)he will keep your completed form/printed email and will also transfer the information you have given onto a computer spreadsheet, which will be protected by at least two passwords known only to members of the CCAFA Committee. Twice a year we will send you information, including the biennial festival brochure, a flyer about our piano recitals, notification of our Annual General Meeting (AGM) and our invitation to renew your biennial subscription. Name and address labels will be computer printed to send out this correspondence. Printing address labels, finding the Patrons who have offered to volunteer and identifying who has completed a Gift Aid form are the only forms of computer data processing that we carry out on your personal data.

Your consent: Without your consent, for us to store and use your data as described, we will not be able to keep you on our mailing list. This means that we would not be able to contact you for the purposes given in the above paragraph. You would still be able to buy tickets, but, for example, we would not be able to include you in our circular about the dates of the priority booking period.

Your privacy: You can be reassured that your personal data will only be seen by members of the CCAFA committee. We will never pass any of your information (name, postal or email address, or phone number) to any other organisation, company or individual, unless required to do so by the Charities Commission or HMRC. Nor do we record financial information from any cheques or electronic bank transfers, other than your surname and the amount paid. Scanned copies of cheques, generated by the bank's automatic pay-in machine, will be kept for a maximum of 28 days, until the payment appears on our bank statement, after which time these scans will be shredded.

Keeping your records: The Charity Commission rules state that all charities have a legal responsibility to keep accounting records, which must be kept for at least 6 years. Sufficient accounting records are needed to explain all transactions, show and safeguard the charity's financial position and ensure the charity is protected against financial abuse. We will therefore have to keep any paper or printed email ticket booking form that you complete for 6 years. If you make a Gift Aid payment, HMRC requires us to keep your paper records for 6 years. At the end of 6 years all paper records will be shredded and the relevant computer records, containing personally identifiable information, will be deleted.

Ticket application forms: If you choose to buy tickets for festival events using one of our ticket application forms, either in a festival brochure or printed from our website, this will be sent to a nominated committee member so that tickets can be sent to you and you can be contacted quickly if there is any problem. This information comprises your name, postal address, phone number, email address (if any), the tickets requested per event and the total amount of your cheque/cash. As a financial record, we will need to store the paper forms, or any printed email ticket request. Only your name, the ticket details and the amounts paid will be entered onto a computer spreadsheet, solely for accounting and ticket administration purposes.

Volunteering: For Patrons who volunteer their help during a festival, we will contact you again separately. We will send you a volunteer information form, asking for additional information, including your phone number and email address (if any), dates and times you are available, your preference for tasks and any relevant skills. This will allow a nominated committee member to draw up a duty rota for each event, to then be shared with other committee members. You may, of course, change your mind about volunteering at any time and therefore either choose not to complete the volunteer information form, or ask for your name to be removed from any rota. Unless you ask for your details to be deleted sooner, your form may be kept until after the following festival, as guidance for inexperienced committee members, when they will then be shredded/deleted (e.g. all 2018 volunteer records will be destroyed after the 2020 festival, at the latest).

Right to access: You have the right to request a copy of the information we hold about you, both on paper and electronically. If you would like a copy, or want any further information on how your information is used and how we maintain the security of your information, then you can email us at codsallartsfestival@gmail.com, phone 07852 200421, or write to our Chairman, John Harris at 26 Histons Drive, Codsall, WV8 2ET. We want to make sure that your personal information is accurate and up to date; if at any time you think there could be an error in the data we hold, please tell us and we will immediately correct or update your records.

Right to withdraw consent: You have the right, at any time, to withdraw your consent to us holding your personal data. If you get in touch we will delete your records, unless we are obliged by the Charity Commission or HMRC to keep them for 6 years. Everyone's records over 6 years old will be deleted as part of our GDPR procedure. If you withdraw your consent we will not contact you again, other than to confirm that we have received and actioned your request.

Right to complain: We hope that this Notice reassures you that we will take care of your personal data, treat it with sensitivity and will only ask for the minimum amount of information, which we aim to keep accurate and only to hold for the minimum time required. However, if you have any reason to complain, please contact us in the first instance. If you are not satisfied with our response, or are not willing to approach us, you may complain to the ICO (Information Commissioner's Office) with details of any problem you have with the way we have handled your data. You may telephone them on 0303 123 1113, visit their website at <https://ico.org.uk/concerns/handling/> or write to them at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.