

Haslemere Festival Privacy Policy for Friends and Supporters

Haslemere Festival is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you become a Friend or Supporter of the Trust. Friends pay a membership fee and Supporters are individuals who are involved in supporting the activities of the Festival. This involvement includes (but is not limited to) helping with marketing, ideas for new events and stewarding at events. Supporters also include lapsed Friends, as such individuals normally wish to remain in contact with the Festival and may wish to renew their membership at a future date.

The personal information we collect from you

We collect basic personal details such as your name, address, e-mail address, telephone number, subscriptions and dates paid, gift aid status, standing order details.

How we use information

We will use your information to send you letters or emails to give you details Festival activities and similar events that are likely to be of interest to you. Your information will be used to apply for tax recovery on Gift Aid donations and may also be shared with our Trustees. This use is in our 'Legitimate Interest'. We will not share your information with other third parties unless you so instruct us in writing.

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of your information.

Your rights

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date. We will keep your information indefinitely after you remain an active Friend or Supporter of the Festival. We keep your information because you may resume your connection with the Festival and take part again in our activities. However, you can ask us to remove your personal information from our records at any time and we will do so. This removal will not apply to Gift Aid donations as we have a statutory duty to retain this information for six years. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

How to contact us

Haslemere Festival is the data controller in respect of this data. For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact the Company Secretary in one of these ways:

By Phone: 01428 644473

By email: donaldson@haslemere.com

By post: Edgecombe, Hill Road, Haslemere, GU27 2JN

1 May 2018