

## Haslemere Festival Privacy Policy for Stall Holders

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 Stall Holder at an Event in Haslemere.

### The information we collect

We collect basic personal details such as your name, address, e-mail address, telephone number, insurance details

### How we use information

We will use your information to tell you about our forthcoming Events in Haslemere that are likely to be of interest to you. These Events include (but are not limited to) the Charter Fair, the Christmas Market, Haslemere Fringe Festival, Haslemere Classic Car Show, Haslemere Food Festival. This use is in our 'Legitimate Interest'. We will not share your information with third parties without your consent

### 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 information we hold about you is accurate and up to date. Circulating information to you is a part of promoting Events in the Town. We will keep your details indefinitely, as you may wish to take part in Events at a future date, but you can ask us to stop sending you this information and remove your details from our files at any time. 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 contact us at the address below We will take 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 Secretary in one of the following ways:

By Phone: 01428 644473

By email: [donaldson@haslemere.com](mailto:donaldson@haslemere.com)

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

1 May 2018