



## **THE WORSTEAD VILLAGE FESTIVAL CHARITY PRIVACY NOTICE**

This webpage sets out when and how we use your Personal Data that you or others provide to us, including through this website. Your privacy is of the utmost importance to us.

This Privacy Notice describes what information we collect about you, how we use it, and the rights you have in relation to that collection and usage.

If you have any questions about this Privacy Notice, please contact us at [office@worsteadfestival.org](mailto:office@worsteadfestival.org)

### **ABOUT US:**

THE WORSTEAD VILLAGE FESTIVAL CHARITY is a private limited company limited by guarantee without share capital which has use of 'Limited' exemption and is registered in England and Wales with company number 6946197 whose registered office address is The Shambles, Westwick Road, Worstead, North Walsham, NR28 9SD.

The Worstead Village Festival Charity is a Registered Charity - Number 1137770

For the purposes of the Data Protection Act 1998 and the UK General Data Protection Regulations and any other applicable data protection and privacy laws and regulations ("**Data Protection Legislation**"), The Worstead Village Festival Charity is the 'data controller' for all Personal Data that we determine the means and purpose of processing.

We are registered with the Information Commissioner's Office under registration number C1427964.

By "**Personal Data**" we refer to information collected or held by The Worstead Village Festival Charity, that identifies and relates to you as an individual.

### **THE TYPE OF PERSONAL INFORMATION WE MAY COLLECT AND HOW WE USE YOUR DATA:**

We will be required to collect Personal Data about you in the following circumstances: -

- When you do or attempt to register or buy a ticket or reserve a space as a craft stall holder, food vendor, supplier exhibitor, attraction, trade supplier, ticket holder, paying visitor or volunteer.
- When you complete one of our stallholder agreement forms, the attraction contract or any application for tickets or access of any nature.

We will collect your name, address, email, telephone number and where relevant business details including where relevant your public liability insurance details to enable us to confirm your attendance at The Worstead Village Charity Festival.

We will retain your Personal Data and will delete this data in accordance with our data retention period of three years or receipt of any objections you make under the terms detailed in the “Your rights under data protection law” section below, where we do not have an alternative legal ground or overriding reason to continue processing your Personal Data. We will dispose of your personal data by deleting it from our emails and electronic storage systems.

#### **WHEN YOU VISIT OUR WEBSITE:**

We may also collect technical information about you when you visit the Website. This information may include the Internet protocol (IP) address used to connect your computer to the Internet, your browser type and version, time zone setting, operating system and platform, browser plug-in types and version, the full URL clickstream to, through and from the Website, page response times, download errors, length of visits to certain pages, page interaction (such as scrolling, clicks and mouseovers) and methods used to browse away from the page.

The collected information is used to provide an overview of how people are accessing and using the Website. It is not used for any additional purpose, such as to profile those who access the Website.

#### **IF YOU FAIL TO PROVIDE PERSONAL DATA:**

Where we need to collect Personal Data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to agree to you having a craft stall at The Worstead Village Charity Festival). In this case, we may have to cancel the arrangement you have with The Worstead Village Charity Festival, but we will notify you if this is the case at the time.

#### **WHAT WE DO NOT COLLECT:**

Card payment details for ticketing are taken by third party organisations such as Eventbrite, further details regarding tickets and your data can be found at [https://www.eventbrite.co.uk/help/en-gb/articles/460838/eventbrite-privacy-policy/paragraph 16](https://www.eventbrite.co.uk/help/en-gb/articles/460838/eventbrite-privacy-policy/paragraph%2016).

The Worstead Village Charity Festival does not hold any card detail information as part of the Personal Data we handle on your behalf.

#### **LEGAL BASIS OF PROCESSING:**

We will only process your information for as long as we have a relevant legal basis to do so. Unless stated above in “Information we may collect” this is in order to provide you with the contractual services you have requested from The Worstead Village Charity Festival or if you have provided us with adequate consent to process your information for other purposes.

If we choose to process your information under the legal basis of legitimate interests, we will always inform you of our legitimate business interest and your right to object. We will only use your Personal Data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If your Personal Data has been used for a purpose other than its initial intended use and you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us at [office@worsteadfestival.org](mailto:office@worsteadfestival.org)

### **PROTECTING YOUR INFORMATION:**

We are committed to ensuring that your information is secure, and we have procedures in place to try and prevent any unauthorised access or disclosures and to safeguard and keep secure the information that we collect online.

All the Personal Data collected by us and stored electronically is held in the EEA only. We authorise access to Personal Data only for those volunteers who require it to fulfil their volunteering responsibilities.

However, you should be aware that providing information over the internet can never be guaranteed as being completely safe and if you choose to send such information to us via the internet, you do so at your own risk.

We shall not transfer any Personal Data to any country outside of the European Economic Area.

### **SHARING YOUR INFORMATION WITH OTHERS:**

Please be assured that we will not share your information for any other reason unless we are required by law or permitted to do so under this Privacy Notice. The main circumstances in which we will be permitted or required to disclose this is by law will be by court order, to government bodies and law enforcement agencies.

### **YOUR RIGHTS UNDER DATA PROTECTION LAW:**

You can exercise the following rights to your data by contacting us at [office@worsteadfestival.org](mailto:office@worsteadfestival.org). We will only take instructions from you or your legal representative and we will protect your privacy when you contact us by asking specific and relevant questions to make sure we are speaking to you or your legal representative and not to an unauthorised person.

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

#### **HOW TO COMPLAIN:**

If you have any concerns about our use of your personal information, you can make a complaint to us at [office@worsteadfestival.org](mailto:office@worsteadfestival.org).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

#### **CONTACTING US**

Please contact us at [office@worsteadfestival.org](mailto:office@worsteadfestival.org) if you have any questions, comments or requests regarding this Privacy Notice.