

Herne Bay Festival Privacy Policy

This policy was updated in March 2024



Who we are

Herne Bay Festival is a charity registered with the Charity Commission for England and Wales (number 1186943).

Our contact details

Email: hernebayfestival@gmail.com

The type of personal information we collect

We currently collect and process the following information:

- basic personal details (your name, email address, postal address, telephone or mobile number)
- financial details (bank account number)
- photos, videos or audio recordings used as part of our work with you.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- to provide you with information or services that you request from us or which we feel may interest you
- to assess and respond to your application for funding
- for internal auditing and statistical purposes
- to promote the Herne Bay Festival, for example on the festival website.

We may share this information with certain third parties, for example auditors, or when legally required, for example to the Charity Commission.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. When you have given us permission to use your data. You are able to remove your consent at any time. You can do this by emailing hernebayfestival@gmail.com

(b) We have a contractual obligation. For example if you accept funding from us.

(c) We have a legal obligation. For example for financial records.

(d) Vital interests. If there was a immediate risk to life we may use your personal data. For example if there was an emergency and you were in danger at one of our events.

(e) We need it to perform a public task. For example to promote equity or opportunity and treatment.

(f) We have a legitimate interest. Responding to enquiries, asking for feedback, sharing information about related events.

How we store your personal information

Your information is securely stored.

Your personal data will not be kept for longer than needed.

We keep some personal data to meet legal obligations, for example for financial transactions. We may be asked to keep records for longer periods or be told that legally we must not delete some records.

Your data protection rights

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 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.

Please contact us at hernebayfestival@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at hernebayfestival@gmail.com.

You can also complain to the Information Commissioner's Office (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>