



The Festival of Chichester Confidentiality Policy

The purpose of this policy

By adopting this policy the Festival of Chichester (FoC) aims to limit the disclosure of personal data and confidential information.

Responsibilities

The FoC is a non-profit making, registered charity organised by a board of voluntary trustees. Volunteers are involved in many different roles, both as members of the Board of voluntary trustees and in other supporting roles. All volunteers need to adhere to it.

Policy essentials

The FoC will always comply with the Data Protection Act 2018 regarding the use of data held about any of its associated volunteers, the general public and other stakeholders.

The FoC will carry a Privacy Notice* on its website to cover the use of the website, as mandated by GDPR, and to cover the associated use of the email list (which is operated via MailChimp).

The FoC will:

- (a) Only hold the personal data about its stakeholders for the purpose for which it was gathered.
- (b) Review all data held on individuals at least every two years and remove data where the FoC no longer has a legitimate reason to keep it.
- (c) Enable anyone to demand the right of access to the data the FoC holds on them, and to request the data be altered or removed from our systems (in the case of email communications, this may be achieved by unsubscribing from any email sent by the FoC).
- (d) Not share the personal details of any of its volunteers, performers, managers of venues or any other stakeholders with anyone outside the FoC without their prior consent.
- (e) Put in place suitable physical, electronic and managerial procedures to safeguard the personal paper-based and electronic data we collect against unauthorised access, accidental disclosure, loss or destruction.
- (f) Make any personal paper-based and electronic data only accessible to those individuals authorised to have access.

Volunteers will comply with the **Volunteer Policy** with regards to not sharing confidential information relating to the festival with others either during or after their tenure as volunteers.

* For the Privacy Notice please see

https://festivalofchichester.co.uk/wp-content/uploads/2020/10/Festival_of_Chichester_Privacy_Notice.pdf

Last updated: 15.01.2024/SO MS. For review within 2 years.

Related policies

Equal Opportunities and Diversity Policy

Volunteer Policy