

Festival of Chichester Privacy Notice

The Festival of Chichester is a registered charity (number 1167936) which is run by a voluntary committee of trustees and members. We can be contacted by post at: The Festival of Chichester, c/o Chichester City Council, The Council House, North Street, Chichester, PO19 1LQ. Our email is coordinator@festivalchichester.co.uk.

This Privacy Notice sets out how we, who administer the Festival of Chichester, use and protect any information that we obtain when you visit this website and/or when you provide us with your contact details for (e)mailing or other purposes.

We are committed to protecting your personal data. Any personal data we collect from you will be used in line with the General Data Protection Regulations (GDPR).

We have appointed a Data Controller under the GDPR who can be contacted via this website.

There is a separate policy document which guides our overall approach to the GDPR, which is available on request.

What we collect

We may collect the following information from you:

- Your name
- Your email address

What we do with the information we gather

We process this information in order to generate emails that inform you about the festival.

We will not share your personal information with third parties unless we are required by law to do so.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard the information we collect.

Retention of data

Our policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it.

Updating your personal information

You can contact us at any time at coordinator@festivalchichester.co.uk to update or correct the data we hold on you, or to request that we stop using such data, or by unsubscribing from any email you receive from us. We undertake to do so promptly.

Website visitors: running and improving our website

We use Google Analytics and cookie technology when a person visits our website to collect and analyse anonymised data on how many people have visited, what pages they have looked at and other statistical information. A cookie does not give us access to your computer or any information about you personally.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

For further information on our use of Google Analytics, please go to:

<http://code.google.com/apis/analytics/docs/concepts/gaConceptsCookies.html#cookiesSet>.

Your rights under the GDPR

You have the following rights over your data and its use:

- The right to be informed about what data we are collecting on you and how we will use it
- The right of access - you can ask to see the data we hold on you
- The right to rectification - you can ask that we update or correct your data
- The right to object - you can ask that we stop using your data for a particular purpose
- The right to erasure - you can ask us to delete the data we hold on you
- The right to restrict processing - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated.

All requests related to your rights should be made to our Data Controller. We will respond within one month.

You can find out more about your rights on the Information Commission's Office website at <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights>.

We may change this Notice from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

Effective from 25 May 2018