

## BECKENHAM FESTIVAL PRIVACY POLICY

Beckenham Festival understands that it is very important to protect the privacy of submitted information, which will be stored securely in accordance with the GDPR regulations.

Beckenham Festival will only use the data for the administrative needs of organising a large competitive Festival including information about the syllabus, dates, adjudicators, timetabling and programming, and forthcoming events which are connected to the Festival.

Beckenham Festival will never share contact details with third parties. The information will only be used to inform about matters relating to the Festival.

Beckenham Festival will not supply data to anyone else (unless legally obliged to do so).

Beckenham Festival will not hold data longer than 3 years.

Beckenham Festival acknowledges the rights of teachers, performers and parents of those under 16 to see the data that is held by the Festival in order to correct errors, to have data deleted from records and/or to complain to the authorities if data is believed to be misused.

Beckenham Festival data is held by:-

- The Hon Secretary who maintains a list of Friends of the Festival.
- Festival Section Conveners and all Secretaries for Dance, Choirs, Piano, Singing, Strings, and Wind. They collect, use and store contact details of:
  - a) all those who have applied to take part in the activities of the Festival
  - b) all those who have won trophies
  - c) all those who have volunteered to act as stewards and doorkeepers at Festival events