

# UNITED KINGDOM *Community Drama Festivals Federation* Privacy Policy

UKCDFS-UPP-1.0

## 1. Privacy Policy: Version 1.0

- 1.1 The Federation is committed to protecting and respecting your privacy.
- 1.2 This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.
- 1.3 For the purpose of the GDPR Data Protection Act 25<sup>th</sup> May 2018 (the Act), the data controller is the UKCDFS 11 Howard Rd Yardley Birmingham B25 8AL.
- 1.4 Our nominated representative for the purpose of the Act is Roger Cunningham.

## 2. Information we may collect from you

- 2.1 We may collect and process the following data about you:
  - (a) Information that you provide on our web site [www.britishfinal.org.uk](http://www.britishfinal.org.uk) & [www.ukcdff.org](http://www.ukcdff.org).
  - (b) If you contact us, we may keep a record of that correspondence.
  - (c) In the case of members of committee we hold full contact details.
  - (d) We hold the date of birth and home address of Trustees, in addition to full contact details as this is a requirement when lodging our annual report with the Charity Commission.

## 3. Where we store your personal data

- 3.1 The data that we collect from you will not be passed to any third party. It will only be processed by the Federation. By submitting your personal data, you agree to the storing or processing of that data. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.
- 3.2 All information you provide to us is stored on our secure servers.
- 3.3 Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## 4. Uses made of the information

- 4.1 We use information held about you in the following ways:
  - (a) To ensure that content from our site is presented in the most effective manner for you and for your computer.
  - (b) To provide you with information, where you have consented to be contacted for such purposes.
  - (c) To notify you about changes to our service.
  - (d) In the case of Committee Members we will use your information to inform you of Committee Meetings and your name will appear in the minutes of these Meetings.

- (e) In the case of Trustees your name will appear in our Report and Accounts which are filed with the Charity Commission your name will appear in the minutes of General Meetings.

## **5. Disclosure of your information**

- 5.1 We may disclose your personal information to any member of the Federation.
- 5.2 We may disclose your personal information to third parties:
  - (a) In the event that we transfer any of our activities or assets to another organisation.
  - (b) If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and terms and conditions of supply and other agreements; or to protect the rights, property, or safety of the Federation, our members or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## **6. Your rights**

- 6.1 You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can also exercise the right at any time by contacting us at [www.ukcdff.org](http://www.ukcdff.org).
- 6.2 Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## **7. Access to information**

- 7.1 The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

## **8. Your rights**

- 8.1 Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date.
- 8.2 We will keep your information for a maximum of 7 years after you cease to be a member. We keep your information for this period because you may resume your connection with Federation and take part again in our activities. However, you can ask us to remove your personal information from our records at any time and we will do so and stop sending you any further correspondence. You can opt out of our electronic newsletter simply by clicking 'unsubscribe' at the bottom of the email.
- 8.3 You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the address (see 1.3.) or by email [cunnington@talk21.com](mailto:cunnington@talk21.com). We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

## **9. Changes to our privacy policy**

- 9.1 Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

## **10. Contact**

- 10.1 Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [www.ukcdff.org](http://www.ukcdff.org).