

**CARRICKFERGUS MUSICAL FESTIVAL ASSOCIATION(CMFA)**

**REGISTERED CHARITY COMMISSION NUMBER 105753**

**GENERAL DATA PROTECTION REGULATION (GDPR) PRIVACY NOTICE**

**DATA PROTECTION**

In compliance with GDPR Regulations Carrickfergus Musical Festival Association will hold data solely for the purposes of running an annual festival, which comprises of two sections : Speech and Drama and Music.

**DATA**

**CONTACT DETAILS**

The Hon Secs. for Speech and Drama and Music will maintain records with the details of Teachers, Parents, Sponsors, including e-mail addresses , postal addresses and telephone numbers, which will be used solely for contact purposes regarding festival information. In addition the Hon Festival Treasurer will maintain records of contact details of The Festival Committees and Season Ticket Holders. These details will be used solely for information regarding Carrickfergus Festival.

The Trophy Sec will retain names and addresses of trophy/cup winners within each section of the Festival . This will be used solely for the prompt return of cups/trophies ready for the next year's festival.

**DATA STORAGE**

Paper entry forms will be stored by section secretaries in a locked cupboard. Electronic Information will be stored in a desktop or laptop which is encrypted.

Carrickfergus Festival does not collect or store and special categories of personal data as listed below:-

Racial or ethnic origin of the individual

Political opinions

Religious beliefs, philosophical beliefs or other beliefs of a similar nature

Membership of a Trade Union

Physical/Mental Health

Sexual life/ orientation

Genetic data and biometric data where processed to uniquely identify an individual.

**DATA RETENTION**

Paper entry forms will be retained for two years.

Season Ticket Holders' data will be retained for two years.

Committee Information will be retained only while members are serving on committees.

Sponsors' data will be retained for two years.

Volunteer List -a list of festival volunteers , who assist during the festival for stewarding, refreshments etc will be retained and used ny the committee as required.

## **CONSENT**

### **Paper Entry Forms**

Performers will formally consent to the festival using their data by signature on paper entry forms.

Parents/guardians/teachers will sign on behalf of children under 13 yrs of age.

### **On-line entries.**

In the event of the festival moving to an on-line entry system , all necessary steps will be taken to ensure the system is up -to -date with legal requirements.

## **SUBJECT ACCESS REQUESTS**

The Honorary Administrator of Carrickfergus Musical Festival Association will process any requests received.

## **DATA BREACHES**

Any data breaches will be reported to The Information Commissioners Office within 72 hours.

If a data breach has occurred the person/s involved will be notified immediately and full information on the nature of the data breach provided.

## **TRAINING**

Every committee member of Carrickfergus festival will receive awareness training on GDPR .

Attendance at this training is required by law and will be recorded by Hon Administrator.

## **AUDIT**

CMFA will audit this process at the AGM.