

**ICKWELL MAY DAY
PRIVACY NOTICE**

We at Ickwell May Day want to make sure all the personal details we hold about you are safe and secure, so we have put together this note to tell you how we make sure we do that and what to do in case you have any questions for us, or want to see what information we have. We are, what is known as, **a data controller**. This means we have control over how your details are used and who we pass them to.

Sometime organisations like ours need to appoint an individual called a “**Data Protection Officer**” to make sure that we are being very careful with your information. We don’t need to have Data Protection Officer, but we have decided to put together a team of people instead to make sure your details are safe. With regard to Ickwell May Day, these people are Jon Payne and Lorraine Wood.

1. WHAT TYPE OF DETAILS DO WE COLLECT FROM YOU?

We might collect the following **personal details** about you before, during or after your time as an Ickwell May Day participant or stall holder

- o details of how we can contact you, such as your name, email address, where you live and phone number
- o your date of birth
- o your gender
- o records that tell us when you were at our events
- o videos and photos of you
- o details of family members and other people we might need to contact in case of an emergency
- o any welfare complaints or details of any issues you have with us or we have with you

2. WHERE DO WE GET THIS INFORMATION FROM?

We will normally collect personal information about you when you start May Day dancing or choose to have a stall or be a service provider at the Ickwell May Day festival.

3. HOW DO WE USE YOUR INFORMATION?

| What do we use your information for? | What type of information do we use? | What reason do we have to use it (this is the boring legal bit...) |
|--|--|--|
| To send you information about our event and participating in it | All contact details. | We need all this information to make sure we can get in touch with you with arrangements about May Day. |
| To send you other information about May Queen elections and participating in ‘thank you for dancing’ events | All contact details. | To keep you informed about May Day events and activities. We <u>never</u> share or sell your details to third parties. |
| We will keep all of your details on our files. | All of your personal details. | It is in our interests to hold your details on file so we can contact you as needed. Sometimes we may have to keep your details because the law tells us we have to. |
| To promote May Day | Any photos of you | Only where you have told us by your dancing permission form that you are happy to use our photos. |
| To put together all the information we need in case there are any welfare issues. | All of your personal details. | It is in our interests to make sure we provide you and others like you with a safe and fair place to practice and participate in May Day. |

In some cases we might need the information you have given us to make sure we can do what we say we are going to do with your details. Other times, we may not need it, but if we don’t have it, we may not be able to provide you with the best possible service.

If you have told us we can use your information in a certain way, you can tell us to stop using it at any time, by contacting Lorraine Wood (woodswords1@btinternet.com)

4. **HOW CAN YOU STOP US FROM CONTACTING YOU?**

Sometimes we may wish to contact you by email or phone to keep you up to date with May Day arrangements or to call you in the event of an emergency. If you do not wish to be contacted by email or phone for these purposes, please inform Lorraine Wood (woodswords1@btinternet.com)

5. **WHO ELSE MAY USE YOUR DETAILS?**

We may send your details to others to help us run our organisation. These are:

- o Anyone you have said you are happy for us to send your details to.
- o To members of the Ickwell May Day committee to assist with costumes, teaching dancing etc.
- o **The Government** where the law tells us to do so or to help them with any investigations.
- o **Police, law enforcement and security services:** to help them with any investigation, prevention of crime or matter of national security.

6. **ARE YOUR DETAILS SAFE?**

We have put in place security measures to make sure your details don't go missing or get used in a way they shouldn't be.

7. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

We collect personal details from you for different reasons and so we might keep it for different lengths of time. For example, we might have to keep it for a long time for legal reasons, but most of the time, we will keep your details for 10 years after you last get in touch with us. Photos or evidence of your participation in May Day, may however, be kept indefinitely in our archives.

It is important to make sure that the details we hold about you are accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes. You can normally do this by contacting Lorraine Wood.

8. **WHAT ARE YOUR RIGHTS?**

Did you know you can ask us to do lots of things with your details?

You can ask us:

- o to tell you how your details are being used
- o to provide you with a copy of all details we hold on you
- o to correct some of the details we hold if they are not correct or out of date like your contact details for example
- o to delete all of the details we hold on you (unless we have a good reason not to!);
- o to stop using your details in a certain way
- o to send your details to you or another organisation

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

DON'T FORGET though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time and you can always tell us to stop sending you marketing messages. More information about these rights can be found online here <https://ico.org.uk/for-the-public/>. If you have any questions or are unhappy about something relating to Ickwell May Day contact Jon Payne jon.payne@dsl.pipex.com or Lorraine Wood at woodswords1@btinternet.com

9. **WHAT HAPPENS IF WE NEED TO CHANGE THIS NOTICE?**

Keep an eye out for changes to this notice on the Ickwell May Day website. If we make big changes the version date at the bottom of the notice will be updated. Of course where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

10. **HOW CAN YOU GET IN TOUCH?**

If you have a question or a complaint, you can always get in touch with one of our team as detailed within this notice.

Version dated 22 May 2018