

Brighton Early Music Festival Data Protection Policy

Last Reviewed: 23 May 2018

AIMS OF THIS POLICY

Brighton Early Music Festival needs to keep certain information on its audience members, donors, volunteers, and trustees to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

The organisation is committed to ensuring any personal data will be dealt with in line with the General Data Protection Regulation (GDPR) 2016. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.

Definitions

In line with the GDPR principles, Brighton Early Music Festival will ensure that personal data will:

- Be obtained fairly and lawfully and shall not be processed unless certain conditions are met
- Be obtained for a specific and lawful purpose
- Be adequate, relevant but not excessive
- Be accurate and kept up to date
- Not be held longer than necessary
- Be processed in accordance with the rights of data subjects
- Be subject to appropriate security measures
- Not be transferred outside the EU

The definition of 'Processing' is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper based personal data as well as that kept electronically.

The Personal Data Guardianship Code suggests five key principles of good data governance on which best practice is based. The organisation will seek to abide by this code in relation to all the personal data it processes, i.e.

- **Accountability:** those handling personal data follow publicised data principles to help gain public trust and safeguard personal data.
- **Visibility:** Data subjects should have access to the information about themselves that an organisation holds. This includes the right to have incorrect personal data corrected and to know who has had access to this data.
- **Consent:** The collection and use of personal data must be fair and lawful and in accordance with the DPA's eight data protection principles. Personal data should only be used for the purposes agreed by the data subject. If personal data is to be shared with a third party or used for another purpose, the data subject's consent should be explicitly obtained.
- **Access:** Everyone should have the right to know the roles and groups of people within an organisation who have access to their personal data and who has used this data.
- **Stewardship:** Those collecting personal data have a duty of care to protect this data throughout the data life span.

Type of information processed

Brighton Early Music Festival processes the following personal information:

- The Festival mailing list with 4 different subsets of data
 - entire list
 - brochure mailing list (UK postal addresses only)
 - email only list
 - overseas list
- Data on our ticket bookers covering the previous 10 years.
- Details of all current and previous members of the BREMF Friends scheme covering the previous 10 years.
- Festival workshops mailing list.
- Database of volunteers since 2008.
- BREMF choir members details.
- Details of current and previous donors to the Festival who may not be part of the Friends scheme (dating back 10 years).
- Contact details for artists who are appearing at the Festival, or who have appeared at the Festival in previous years.
- Contact details for venues we book for events.
- Contacts for promoters and local music organisations we work with on marketing swaps or invite to our annual promoters reception.

Data is stored on individual staff and volunteers computers, backed up to a USB memory stick and external hard drive, and held on Dropbox which is an encrypted cloud storage service.

Notification to the Information Commissioner

The needs we have for processing personal data are recorded on the public register maintained by the Information Commissioner. We notify and renew our notification on an annual basis as the law requires.

If there are any interim changes, these will be notified to the Information Commissioner within 28 days.

The name of the Data Controller within our organisation as specified in our notification to the Information Commissioner is Cathy Boyes, Festival Producer.

Responsibilities

Under the GDPR, overall responsibility for personal data in a voluntary organisation rests with the governing body. In the case of Brighton Early Music Festival, this is the Board of Trustees.

The Board of Trustees delegates tasks to the Data Controller. The Data Controller is responsible for:

- understanding and communicating obligations under the GDPR
- identifying potential problem areas or risks
- producing clear and effective procedures
- notifying and annually renewing notification to the Information Commissioner, plus notifying of any relevant interim changes

All staff and volunteers who process personal information must ensure they not only understand but also act in line with this policy and the data protection principles. Breach of this policy will result in disciplinary proceeding.

Policy Implementation

To meet our responsibilities Brighton Early Music Festival will:

- Ensure any personal data is collected in a fair and lawful way;
- Explain why it is needed at the start;
- Ensure that only the minimum amount of information needed is collected and used;
- Ensure that where we do not have active consent from customers we only contact them where the charity's legitimate interest provides for us to do so;
- Ensure the information used is up to date and accurate;
- Review the length of time information is held;
- Ensure it is kept safely;
- Ensure the rights people have in relation to their personal data can be exercised

We will ensure that:

- Everyone managing and handling personal information is trained to do so.
- Anyone wanting to make enquiries about handling personal information, whether a member of staff, volunteer or service user, knows what to do;
- Any disclosure of personal data will be in line with our procedures;
- We prepare legitimate interest assessments (as provided for under the GDPR) covering all uses of data;
- Queries about handling personal information will be dealt with swiftly and politely.

Training

Training and awareness raising about the GDPR and how it is followed in this organisation will take the following forms:

On induction: a copy of this data protection policy to be read and signed

General training/awareness raising: review of policy every two years or as necessary to comply with any changes in regulation, with all relevant staff members and volunteers present.

Gathering and checking information

Before personal information is collected, we will consider what details it is necessary to collect, and how long we are likely to need this information.

We will inform people whose information is gathered about why the information is being gathered and what the information will be used for.

We will regularly check information to ensure that personal information kept is accurate.

Personal sensitive information will not be used apart from the exact purpose for which permission was given.

Retention periods

Brighton Early Music Festival will ensure that information is kept according to the following retention periods guidelines:

- Personal data will be held for up to 10 years from the date of last known activity;
- Data relating to activities will be retained for as long as is necessary to provide an audit trail for funders, as set out in contractual agreements. For European Funded projects this can be up to 13 years.

Data Security

The organisation will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure. The following measures will be taken:

- Data is stored on individual staff and volunteer computers which are password protected;
- Data backed up to a USB memory stick and external hard drive, which are password protected and securely stored;

- Data is also held on Dropbox which is an encrypted cloud storage service;
- We will ensure that third party software such as box office systems have suitable GDPR-compliant data security.

Any unauthorised disclosure of personal data to a third party by a staff member, volunteer or Trustee may result in disciplinary procedures.

Procedure in case of a breach

When a breach of data protection occurs, consideration will be given to reviewing practices. In addition, Brighton Early Music Festival will consider whether the breach should be reported to the Information Commissioner.

Subject Access Requests

Anyone whose personal information we process has the right to know:

- What information we hold and process on them
- How to gain access to this information
- How to keep it up to date
- What we are doing to comply with GDPR.

They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong.

Individuals have a right to access certain personal data being kept about them on computer and certain files. Any person wishing to exercise this right should apply in writing to Cathy Boyes, Festival Producer, Elmdon, Southwood Road, Shalden, Alton GU34 4DX or cathy@bremf.org.uk

The following information will be required before access is granted:

- Full name and contact details of the person making the request
- their relationship with the organisation (former/current member of staff, trustee or volunteer, audience member)

We may also require proof of identity before access is granted. The following forms of ID will be accepted: passport, driving licence, birth certificate.

Queries about handling personal information will be dealt with swiftly and politely.

We will aim to comply with requests for access to personal information as soon as possible, but will ensure it is provided within 30 days of receiving the written request.

Review

This policy will be reviewed at intervals of 2 years or as necessary to comply with any changes in regulation, to ensure it remains up to date and compliant with the law.