



Data protection policy

As approved by Redfest Bristol CIC (Redfest) Board on 11 April 2018

General Statement of the Redfest's Duties and Scope

In order to run the festival and associated activities, Redfest is required to process relevant personal data regarding team members, suppliers, traders, sponsors, artists and performers, volunteers and people interested in volunteering as part of its operation and shall take all reasonable steps to do so in accordance with this Policy.

Redfest recognises The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) adopted 27 April 2016, the two-year transition period and the application date of 25 May 2018 and is actively working towards compliance with that directive.

What Redfest Stores

Redfest holds three types of information which are covered by this policy:

- organisational information – publicly available information about organisations and some individuals within organisations
- personal information – information about individuals such as names, addresses, job titles
- sensitive personal information – in general this kind of information is only held about team members. There are, however, instances where sensitive information is held about other people. For example, information about volunteers' dietary requirements at the festival might allow a person's religion to be deduced.

Note that Information about organisations is not covered by the Data Protection Act.

Your Individual Rights

Redfest will not hold information about individuals without their knowledge and consent.

Individuals are entitled to have access to information held about them by Redfest.

Redfest will seek to maintain accurate information by creating ways in which people can update the information held. Email notifications should be sent to info@redfestbristol.co.uk for action.

Redfest will only hold information for specific purposes. It will inform individuals what those purposes are and will inform them if those purposes change.

Information will not be retained once it is no longer required for its stated purpose.

An individual may, at any time, withdraw consent from Redfest for the storing and processing of their data: an individual may object to the processing of their personal information on grounds relating to his or her particular situation.

There are no statutory obligations to provide Redfest with data, however, contractual requirements may exist for certain individuals.

What Redfest Does with the Data

Information will be retained within Redfest and will not be given to third parties. Individuals will only receive newsletters and notifications from Redfest that will communicate on the activities and purposes of Redfest and on related local topics.

Information about individuals will not be disclosed to other organisations or to individuals who are not Redfest team members except in circumstances where this is a legal requirement, where there is explicit or implied consent, or where the information is publicly available elsewhere.

Redfest uses 3rd party hosted applications, such as Trello, Google applications, Mailchimp, Typeform, Dropbox and email (hosted by one.com) to conduct its business. Data used by these applications may be stored outside of the EEA.

- Redfest periodically monitors 3rd party data controllers to ensure that they maintain adequate control over your data.

Redfest has procedures for ensuring the security of all personal data. Paper records containing confidential personnel data are disposed of in a secure way. Electronically held personal data will be protected from non-authorized access.

There may be situations, where Redfest works in partnership with other organisations, such as stakeholders, and funders which may require some data sharing. Personal data will not be shared, but overall statistics, for example on attendance numbers may be shared.

Redfest does not use your data to make decisions which would impact you based on automated processing.

How Redfest Manages Your Data

Redfest team members will be given training on Redfest data protection policy and procedures.

Redfest will carry out regular reviews of its data protection policy and procedures.

Redfest is regulated by the Regulator of Community Interest Companies (CICs). An individual is entitled to register a complaint as per

<https://www.gov.uk/government/organisations/office-of-the-regulator-of-community-interest-companies/about/complaints-procedure>