



# Privacy Notice



**Milton Keynes Festival of the Arts for Music,  
Dance and Speech and Drama**  
Registered charity number 293601

## The **Milton Keynes Festival of the Arts for Music, Dance and Speech and Drama**

is an annual festival featuring a wide range of classes in dance, musical instruments, vocal and speech and drama.

This Privacy Notice aims to help you understand how we collect, use and protect your personal data,

### **Why do we collect and use personal data?**

We collect data when you register to perform in the Festival to enable the efficient administration of the Festival; primarily, this involves the distribution of the syllabus, the allocation of entrants to their chosen classes, communication with entrants in the lead up to the Festival, and the acceptance of payments. We do not collect 'sensitive personal data' unless there is a legitimate reason, e.g. where a participant may need support to enter the Festival.

We also collect information about you when you act as a trustee, volunteer steward or we engage you as an adjudicator.

We do not hold data for any other purpose nor do we hold data that is not necessary for us to fulfil our obligations.

### **What personal data do we collect?**

We collect name and contact information, with any other information that is necessary for us to meet the requirements of the law, for each applicant. Where this is provided by a third party, such as a teacher making an application for several pupils or by adult entrants or parents entering their children direct, we require confirmation that the applicant has the necessary consents to provide this information.

The Festival will not pass collected data on to any third party unless the law requires us to do so or if it is to enable the Festival to fulfil its constitutional purposes.

### **How do we collect and store this information?**

Data is collected at the time of application to the Festival or appointment as a volunteer, adjudicator or trustee. The information is provided by paper application form, by email or on-line via a third party software provider (currently, [RunMyFestival](#)).

We store the data via a mix of electronic and manual (paper based) records. Electronic data is stored on computers that are password protected. Manual records are stored in the private homes of responsible festival personnel, in a locked cupboard.

### **How long do we retain the data?**

Records are retained for approximately one year after the end of each Festival, with the exception of any financial data, which will be kept by the Treasurer as required by legislation (generally 7 years).

### **Other Websites**

Our website provides links to other websites for the purposes of providing information to our entrants and prospective entrants.

This privacy notice only applies to the Milton Keynes Festival of the Arts, so when you link to other websites you should read their own privacy policies.

### **Access to your personal data and correction**

Anyone can request to view, amend or delete their data which is held for the purposes of the Festival by applying to [pathaig@me.com](mailto:pathaig@me.com) for performers and volunteers within the Music and Speech section of the Festival [kris@aandktaylor.co.uk](mailto:kris@aandktaylor.co.uk) for performers and volunteers within the Dance section, for Trustees and for those with contractual relationships such as suppliers.

