

Kingston upon Thames Festival of the Performing Arts

Data Protection and Privacy Policy

The Kingston upon Thames Festival of the Performing Arts (KuTFPA) is a registered charity (Registered Charity Number 1036098) whose aim is to organise a Competitive Festival of Music, Speech and Dance each year. The Festival is all-inclusive, regardless of age, gender, ethnicity and as far as possible of disability.

In order to run the Festival we need to collect certain information. The information that is collected is taken from the application forms used to apply to take part in the Festival; any application to become a patron or an application to become a voluntary helper. By completing such a form, it is assumed that you give your permission for us to retain your details as necessary. Additionally information may be gathered from e-mail enquiries.

The information we have is used solely for the administration of the Festival, in order to prepare schedules and timetables for the competitions. We will not pass on any information to a third party without your permission unless legally required to do so. All information is stored as securely as possible in accordance with GDPR. **Contact details** are only retained to inform you of future events for as long as seems reasonable or as we are legally required to do so, though **names** of cup-winners and programme details may be retained for archive purposes.

Should you wish to get a copy of the personal information that we hold about you, or if you wish for your information to be deleted at any time you can apply to the Secretary or appropriate Section Secretary of the KuTFPA.

This policy will be subject to regular review.

April 2019