

South Somerset Federation of Carnivals Privacy Notice – Data Protection Policy

South Somerset Federation of Carnivals (SSFC) is committed to protecting your privacy. This Privacy Notice explains how we use information about you and how we protect your privacy.

The SSFC is formed from the Carnival Committees of Wellington, Ilminster, Chard and Taunton. Its purpose is to administer entries to the four Carnivals in a consistent and common manner.

What do we mean by personal information?

Personal information can be anything that identifies and relates to a living person. This can include your name, address, telephone number, email address, photograph. Some information is 'special' (previously called sensitive information) and can include sexuality, religious beliefs, ethnicity, health, political opinion, criminal history. SSFC does NOT hold, or have access to, any special or sensitive personal information.

What personal information does South Somerset Federation of Carnivals hold?

We do not hold any personal information about you unless you have chosen to give it to us either

- By submitting an entry for one or more of the SSFC Carnival events;
- By volunteering as a judge, marshal or other helper
- By membership of one of the SSFC Town Committees

The personal information SSFC holds is limited to your name, email address, postal address, telephone number(s) and, where appropriate, the IP address of the device used to contact us.

The personal information held will be used only for the purposes of managing and delivering the SSFC events.

We will use the personal information you have given us to contact you for the purposes of managing and delivering the SSFC events.

How is personal information stored?

The personal information you provide by using the online entry system is stored by QuestionPro (a USA-based software company) in their capacity as Data Processor. The role of Data Controller is shared by the Nominated Person for each of the SSFC Towns.

The data relating to each entry, including your personal information, is downloaded from the secure QuestionPro server via passworded access by the Nominated Persons.

The Nominated Persons hold and manage the data on secure passworded computers at their home addresses.

Who can view my personal information?

Your personal information will be shared only with Members of the Town Committees responsible for managing and delivering the SSFC events.

Your personal information will NOT be sold or disclosed to any third parties unless required by law or with your prior written consent.

You have the right to have your personal information amended at any time.

You may at any time ask us to delete your personal information from our records. Depending on when you make such a request we may not be able to progress your entry in any SSFC event.

Records Management

All data, including personal information, relating to entries in the SSFC events is retained on the QuestionPro server and on the Nominated Persons' password protected home computers

The data is retained for a period of two years after the date of the event to which it relates or, in the situation where legal proceedings are involved, for as long as is required by the relevant statutory authority.

At the end of this period data will be anonymised except where it is archived, for instance as a record of Class and Special Award Winners and an individual's name only retained.

Paper records, other than archives, will be shredded

How can I obtain a copy of my information?

You have the right to ask for all the information we hold about you. When we receive a request from you in writing we must give you access to everything we have recorded about you.

Where can I get advice?

If you have any worries or questions about how your personal information is handled please contact South Somerset Federation of Carnivals via email ssfcarnivals@hotmail.com. For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Alternatively visit the ICO [website](http://www.ico.org.uk) or email casework@ico.org.uk