

# Rhayader Carnival Committee

## GDPR Policy

### 1. Purpose of Document

The Purpose of this document is to define the procedure for the data protection of members and event participant's information.

### 2. Introduction

Since May 2018 the General Data Protection Regulations (GDPR) applies to "Personal Data" meaning any information relating to an identifiable person who can be directly or indirectly identified by reference to an Identifier.

The GDPR applies to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria. This could include chronologically ordered set of manual records containing personal data.

As part of GDPR we must demonstrate

- That we have lawful basis for collecting and processing personal data
- That we keep the data securely
- That we will delete personal data when specifically requested by an individual or company
- That we will delete personal data after a defined time period

#### 3.1. Recording of Data

Any event entry form that requires one or more of the following details of an individual or company shall include a GDPR statement (Section 4)

- Name
- Postal/residential address
- Email address
- Phone number
- Bank account, Credit/debit card or electronic payment information
- Any other information that could identify you.

It is important to note that children under 13 are not legally allowed to give their consent and this must be sought from their legal parent or guardian.

#### 3.2 storage of data

Any member who retains paper copies, or uses a personal computer to store any correspondence such as email, event forms, letters that contain personal details of any person or company having contact with Rhayader Carnival shall ensure that the computer is password protected and is kept secure always and that paper copies of information are kept in a suitably locked location

#### 3.3 Deletion of documents

Unless there is a specific and legitimate reason for doing so, all electronic files and emails shall be deleted and paperwork more than 12 months old shall be destroyed. Paper copies of original documentation shall be shredded, electronic files shall be deleted and must also be permanently deleted from the users "recycle bin or deleted item folder.

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### 3.4 User of Email

When a member of the company fulfils a position that is provided with a company email address the following shall when sending email to more than one member or non-member the sender must use BCC for all recipients.

### 4 GDPR Statements

The following statement forms the policy for Rhayader Carnival Committees compliance with the 2018 GDPR

- The Data Controller is Rhayader Carnival Committee, 8 Llawrllan Rhayader Powys LD6 5AS
- We collect personal information data to respond to enquiries and administer our events
- We obtain personal information from our contacts with you: application forms, responses to advertising and trading records.
- We have a legitimate interest in keeping and processing the data to maintain a database to provide information requested and in our commercial interests relating to our events.
- The processing is undertaken within our organisation and used only for the purposes of administrating our events.
- Any person or company has the right to be removed from our data lists.
- We will remove such details on request by Email [Rhayadercarnval@hotmail.com](mailto:Rhayadercarnval@hotmail.com) or by post to the above address and unless there is a legal requirement to Keep that information will delete it from our records
- Any person or company has the right to know the information we hold about them by Email [Rhayadercarnval@hotmail.com](mailto:Rhayadercarnval@hotmail.com) or by post to the above address. We may make further enquiries to confirm any such request is from an individual or company.
- We will correct any errors a person or company alert us to
- Except where a person or company have asked for removal we will keep data for as long as we have a relationship with them and no longer than 1 year thereafter unless there is specific reason to retain it.
- Except where there is a legal requirement for us to provide information we will refer any enquiry asking for personal information to the person or company concerned when it is requested.

### 4.2 Public Event Form Statement

The Following statement shall be added to all event entry forms

Rhayader Carnival will hold personal Data about you including your name, postal address, phone number(S), age and email address. We will keep you data for a maximum of one year unless there is a specific reason to retain it. Data you have shared with us will not be shared with any external parties without your permission (with the exception of your name for results publications) and will only be used to contact you for matters related to this event.

### 4.3 Trader Form Statement

Rhayader Carnival will hold personal Data about you including your name, postal address, phone number(S), age and email address. We will keep you data for a maximum of one year unless there is a specific reason to retain it. Data you have shared with us will only be shared with any external parties for operational requirements and will only be used to contact you for matters related to this Rhayader Carnival Events