

# Data Protection Policy

## Introduction

Boyle Arts Festival fully respects your privacy and your rights to control your personal data. We are committed to strict adherence to the General Data Protection Regulations (GDPR). We will be clear about what we collect and why we collect it. This privacy statement explains the personal information we collect from you, either directly or indirectly, and how we will use it.

This Privacy Statement sets out how the Boyle Arts Festival uses and processes any information that you provide to us. We respect your privacy and we are committed to protecting your personal information. Personal information is information that identifies you as an individual. This Privacy Statement explains how we collect, transfer, process, use and disclose your data and sets out our security practices.

Please read this Statement carefully to understand when you may provide personal information to us and how Boyle Arts Festival uses the personal information provided.

## Why We Collect Your Personal Data

In order to administer Boyle Arts Festival we collect relevant information from Artists and Performers participating in the Festival in any given year. It is solely used for running the festival.

## Types of personal data we may collect

Depending on your involvement in the Boyle Arts Festival, we take the following information:

Artist (Open Art exhibition, Main Exhibition) ;

- Name
- Email address
- Phone number
- Address

Performers and Event Facilitators who are engaged by the festival. Administrative details will be taken from them also which include the following;

- Name
- Email address
- Contact phone number
- Bank details for payment
- Short biography for printing in Festival Programme

## Festival Volunteers and Stewards

- Name
- Contact phone number

## **Sharing your personal data with others**

We do not and will not sell your data to third parties. We only disclose your information as authorised in this Statement. We may share your personal information with third parties who are also involved in the running of the Arts Festival as outlined below.

## **Who we may share your data with & why**

**We supply printed programmes of events, Brochures for all art exhibitions, and an Art Trail brochure. In each of these documents, the names of Artist, performers and event facilitators are printed, accompanied by short biographies in the Festival programme only.**

We have strict organisational measures in place to protect your data when utilising third parties.

## **How we store and protect your data**

Your data is stored and processed by committee members of Boyle Arts Festival. We take security of your data and our responsibility to protect it very seriously.

Any information collected is only used for the purpose it is collected. We utilise access control measures, secure servers, secure email platforms and encryption techniques in order to protect your data.

## **How long we keep your personal data**

All performer and event facilitator administration details are held for as long as they are still in use. If a performer's or event facilitator's data has been unused for over three years we will delete all information belonging to you in it.

Basic data for Artists is held to maintain a working contact list. This enables the festival to inform all potential art exhibitors about the upcoming festival and any changes that are being made.

Steward's data is retained for the duration of their involvement with the Boyle Arts Festival. Once a steward ceases their involvement with the festival all their data is deleted from our records.

It is important for you to note that we use Citizen Ticket as a ticketing platform, who have a comprehensive Privacy Policy, which can be found at <https://www.citizenticket.com/legal-information/security-disclosure-policy/> .

**Access to your data**

All Performers, Event Facilitators, Artists, Volunteers and Stewards may contact a member of the festival committee using the email [info@boylearts.com](mailto:info@boylearts.com) to gain access to their data or to request its deletion.

**What are your rights?**

In the event that you wish to complain about how we have handled your personal data please contact us at the email above. If you still believe that your personal data has not been handled appropriately according to the law, you can contact the Irish Data Protection Commissioner's Office ([www.dataprotection.ie](http://www.dataprotection.ie)) and file a complaint with them.

Boyle Arts Festival may modify or update this Statement when necessary.