



## **PRIVACY AND DATA PROTECTION POLICY**

Petersfield Musical Festival (“PMF”) is committed to protecting and respecting individuals’ privacy and protecting their personal data. These policies define what personal data PMF collects, how such data are used, how long the data are kept and how such data are protected.

### **1. Personal data held by PMF**

PMF only collects personal data where lawful and necessary for its legitimate interests as a membership and concert-promoting organisation. It does not hold any personal data on an individual’s colour, race, religion, health, sexual orientation, or political affiliation.

The personal data held includes

- i) Data on Trustees, bank account signatories and individuals who incur expenditure on behalf of PMF, including their bank account details and data required by the Charity Commission and financial institutions.
- ii) Data on Friends of the Festival (“Friends”), including donation amounts, bank account details and Gift Aid Declarations.
- iii) Data on the musicians and singers who take part in PMF’s rehearsals, concerts, and other events, including any Gift Aid Declarations.
- iv) Data on audience members who have purchased tickets or received complimentary tickets for PMF concerts and events.
- v) Data on people who have opted-in to receiving e-mails or postal communications about future PMF activities.
- vi) Data on applicants for grants from the Michael Hurd Fund for Young Musicians and participants in events run or sponsored by the Fund.
- vii) Data obtained from cookies for anyone who accesses the PMF website.
- viii) With an individual’s consent, photographs and videos that identify them.
- ix) Historical records of PMF that are kept in the public interest to preserve PMF’s identity, memory, culture, and history.

### **2. How personal data are used**

Personal data collected by PMF are used internally for legitimate purposes relating to the administration and management of PMF and the Michael Hurd Fund for Young Musicians. In addition:

- i) If an individual has opted-in to receiving e-mails or postal information on future PMF activities, their e-mail and postal addresses are retained and used to inform them of such activities.
- ii) Data obtained from cookies are used to optimise the use of the PMF website.
- iii) If a person has given consent to PMF holding photographs and videos for these purposes, their images may be used in PMF's programmes, marketing material, website and social media pages and feeds.

### **3. Sharing of personal data**

PMF only shares personal data with third parties in these limited circumstances:

- i) Making Gift Aid claims to HMRC.
- ii) Meeting any requests for financial data from the Independent Examiner of PMF's Accounts.
- iii) Sending Trustee data to the Charity Commission and signatory information to financial institutions.
- iv) Providing data to third-party service providers, for example to enable them to send e-mails to individuals on PMF's future activities. PMF ensures that the service providers have adequate data protection policies for their retention and use of PMF data.
- v) Allowing third parties to access PMF's historical records for research and educational purposes and under strict conditions.
- vi) Maintaining historical records and contributing to the archive at the Petersfield Museum.

### **4. Who holds personal data and for how long?**

Personal data are held by PMF's current Trustees and designated volunteers, who hold personal data solely relevant to their role(s). In addition, personal data are held by the agents and service providers who sell tickets for PMF concerts and events on PMF's behalf, or who send e-mails about PMF's future activities, or who host the PMF website.

Personal data are held for the minimal periods required to meet legal and HMRC requirements and to ensure the effective administration of PMF and the Michael Hurd Fund for Young Musicians, with older personal data being deleted or anonymised. For example:

- i) PMF's accounts, financial transactions and Gift Aid Declarations are held for the current financial year and six full previous financial years.
- ii) Personal data on singing members who participate in PMF's combined choral rehearsals and associated concerts (other than data in point 4(i) above) are held for the current/upcoming Festival and the previous Festival.
- iii) Personal data on musicians and singers engaged by PMF to prepare for and take part in concerts (other than data in point 4(i) above) are held for the current financial year and the two previous financial years.
- iv) Personal data on participants in PMF workshops (other than data in point 4(i) above) are held for the current/upcoming workshop and the previous three workshops.

- v) Photographs used with consent in printed or online publicity will be held unless or until the subject requests that the image be withdrawn. Images of children taking part in a PMF event will be used in accordance with PMF's Child Protection Policy, which can be found at [https://www.petersfieldmusicalfestival.org.uk/wp-content/uploads/2022/11/2021\\_11-Child\\_Protection\\_Policy.pdf](https://www.petersfieldmusicalfestival.org.uk/wp-content/uploads/2022/11/2021_11-Child_Protection_Policy.pdf)
- vi) Personal data of Friends (other than data in point 4 (i) above) are held for current Friends and for those who were Friends in the two previous financial years.
- vii) Personal data on audience members who have purchased tickets or received complimentary tickets for PMF concerts and events (other than data in point 4(i) above) are held for the current financial year and the previous financial year.
- viii) Personal data on people who have opted-in to receiving e-mails or postal communications about future PMF activities are held until an individual requests that their data are deleted, or they unsubscribe.
- ix) PMF's archive of historical data, including written records, photographs, recordings, and videos, is maintained indefinitely in the public interest.

### **Data Protection**

All digital files containing personal data are held on electronic devices or in electronic files that are protected with secure passwords. Paper files containing personal data are kept securely.

### **Reviews**

PMF reviews the personal data it holds and its Privacy and Data Protection Policy every two years. The next review will occur in January 2027

### **Your rights**

Please contact Tony Newberry, PMF's Data Protection Officer, if you want to do any of the following: change your personal details; receive a copy of your personal data; amend any inaccurate or incomplete personal data about you; amend the purposes for which your personal data are used; delete all your personal data; ask us to transfer your personal data to another organisation, or to you; access historical information about PMF. PMF will not charge you for exercising these rights.

The Data Protection Officer will respond to these requests as soon as possible, and no later than one month after the receipt of a request. Please note that certain data may have to be retained for legal or accounting reasons and that a request to delete all your personal data may mean that you will no longer be a member or Friend of PMF.

Contact details for Tony Newberry, Data Protection Officer:  
email [newberryar@aol.com](mailto:newberryar@aol.com)  
phone 01730 895288

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