



Southwold Arts Festival Volunteers' Privacy Notice

This privacy notice tells you what to expect us to do with your personal information when you work for us.

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Contact details

Email – [**info@southwoldartsfestival.co.uk**](mailto:info@southwoldartsfestival.co.uk)

What information we collect and use, and why

We collect or use the following personal information as part of volunteer recruitment, administration and management:

- Contact details (eg name, address, telephone number or personal email address)

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- **Your right to erasure** - You have the right to ask us to delete your personal information.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information.
- **Your right to object to processing** - You have the right to object to the processing of your personal data.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information as part of volunteer, administration and management are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply,

except the right to object. To be clear, you do have the right to withdraw your consent at any time.

- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - To recruit volunteers to act as stewards in Southwold Arts Festival we request your name, email address and phone numbers along with the time commitment you would like to make or the event you would like to steward so we can meet your request effectively. If you would prefer not to give us phone numbers or e-mails, a personal approach may be made to the Festival Deputy Director be included on the stewards’ rota.

Where we get personal information from

We collect your information from the following places:

- Directly from you

How long we keep information

We store your information for one year so we may contact you to ask if you would like to volunteer for the next festival. If you do not wish to volunteer in another festival, we delete the data.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we’ve used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated:

21st March 2025

