

Data Protection Policy

Updated July 2010

1. The Management Committee of Hunslet Festival publishes the following Statement:

As Members of the Management Committee, we will comply with the current legislation in relation to the Data Protection Act 1998

2. The protection of data and the freedom of information is of paramount importance.

3. Data under the terms of this policy is defined as: Information stored by electronic (eg. computer) or conventional means (eg. Paper records) which are of a personal nature.

4. We will enable the free access to any information which is stored (a copy or printout of the data held) on request in writing by an individual or group to the Festival Secretary.

5. Any information held will not be shared with others.

6. Any information will not be used for any other purposes other than the administration of the Festival activities.

7. Information will not be disclosed or passed on to anyone outside the group, except when required by law.

8. Information will only be retained as long as it is relevant.

Current information / groups covered by this policy are:

- ✓ Contact details and booking information of individuals or groups
- ✓ Contact details of acts and or display organisers
- ✓ Details of nominations for any awards.
- ✓ Contact details of the Committee and members of the group

Signed by the Chairman on behalf of the Committee:

Steve Thompson