



Affiliated to the British and
International Federation of Festivals

WEST LONDON PIANOFORTE FESTIVAL GDPR Policy & Privacy Notice



Last updated 1st July 2018

WLPF is a member of the British & International Federation of Festivals.

WLPF is a performing arts organisation. It is run entirely by volunteers as a not for profit, unincorporated association. WLPF produce one competitive Pianoforte Festival each year.

This Privacy Notice explains why and how WLPF collect, store and use your personal information data.

All actions described in this Notice refer equally to information in electronic or physical form.

The collection, *processing* and storage of personal information data is governed by the General Data Protection Regulation (*GDPR*).

Words displayed in *Italics* in this notice are defined in *GDPR*, that definition and more information about *GDPR* can be found at:

<https://ico.org.uk/>

WLPF understands it is very important that it protects the privacy of submitted data and it ensures the data will be stored securely in accordance with the new *GDPR* regulations.

Your access to, correction of, a removal of your data held by WLPF

You have the right to request a copy of the information that WLPF hold about you. This can be obtained, without charge. WLPF want to make sure that your personal information is accurate and up to date and all reasonable efforts will be made to ensure this is the case.

You have the right to ensure WLPF correct or remove information you think is inaccurate.

You have the right, at any time, to ensure WLPF delete, erase or shred any or all of your data that it has in store, whether that information be in electronic or physical form.

To exercise all relevant rights, queries or complaints please contact:

The Secretary, WLPF,
193, Argyle Road,
West Ealing,
London W13 0AU

or email: susiedavies@hotmail.co.uk

or telephone: 07710 222 892.

You can also contact:

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

or telephone: 0303 123 1113

or email (via their website):

<https://ico.org.uk/global/contact-us/email/>

The Lawful Basis on which WLPF process your data

WLPF believes it has a *legitimate interest*, as defined in *GDPR*, in collecting, *processing* and storing the personal information data it requires from you on its Entry Form, register to receive information about the WLPF, volunteer as a steward, or if you voluntarily complete surveys or give feedback. WLPF believe it has a *legitimate interest* in *processing* your data because you would reasonably expect this to happen. WLPF ensures that it considers your rights and interests and will not *process* your personal data if it feels that there is an imbalance, or you would not reasonably expect your data to be *processed* in this way. Otherwise WLPF will only collect and *process* personal data with your informed consent.

The information WLPF collects about you

WLPF only collect data about you when you register to receive information about the WLPF, submit an Entry Form, volunteer as a steward, or if you voluntarily complete surveys or give feedback.

WLPF do not collect *sensitive personal data* unless there is a *legitimate interest* reason for this, for example where you may need support to participate, or where there is a legal requirement.

How your information is used

WLPF believe it is reasonable to collect, *process* and store the information requested, for example on the Entry Form, to be able to *process* your Festival entry, check compliance with the Festival Rules and efficiently administer the WLPF. Otherwise the information will only be used to inform you about matters relating to the WLPF, including notifying you of future West London Piano Festivals.

However, it should be noted that, unless you request otherwise, names (only) of performers will appear in the Festival Programme and the names of Trophy winners may appear on Results pages in the Syllabus and Programme of the following year's Festival.

Names cannot be removed from historic documents.

If you are not involved in the festival, then WLPF will only use your personal data to deal directly with you about the issue or enquiry that you have raised.

WLPF will never share or disclose any of your personal information data with third parties unless required to do so by any law or court order.

How your information is secured

WLPF have implemented appropriate physical, technical and organisational measures to protect your personal data from improper access, use, alteration, destruction and loss.

Your data, that is *processed* by WLPF, is only accessed by the WLPF Officers who administer the Festival. WLPF does not store your data on its website, www.wlpta.org.uk.

WLPF may send communications to you by email. Email is not a fully secure means of communication, and whilst we do our utmost to keep our systems and communications protected we cannot guarantee this.

Retention and removal of your data

When your personal information data is no longer needed to fulfil its WLPF purposes, or when you request its removal, WLPF will permanently delete and erase your data, from its storage systems, You have the right, at any time, to ensure WLPF delete, erase or shred any or all of your data that it has in store, whether that information be in electronic or physical form.

However, it should be noted that, unless you request otherwise, names (only) of performers will appear in the Festival Programme and the names of Trophy winners may appear on Results pages in the Syllabus and Programme of the following year's Festival.

Names cannot be removed from historic documents.

Websites

The WLPF website serves as an information centre, does not store personal information data and does not have any login facilities. It does not make use of cookies.

The WLPF website may contain links to other sites. While these try to link only to sites that share the same high standards and respect for privacy, WLPF are not responsible for the content or the privacy practices employed by other sites. Please be aware that advertisers or websites that have links on the WLPF site may collect personally identifiable information about you. This privacy statement does not cover the information practices of those websites or advertisers.

Those websites may have their own privacy policies and WLPF encourage you to look at those policies or contact the website operators directly to understand how your personal data is used.

Users of any links are advised to consult the Privacy Notices of the relevant third parties.

WLPF holds no liability nor responsibility regarding the use of third-party sites

Changes to this Privacy Notice

WLPF may make changes to this Privacy Notice from time to time in order to reflect changes in the law and/or its privacy practices. WLPF encourage you to check the current version that will always be available on its website, at front of house during the Festival, or on request to the WLPF Secretary.

If WLPF wishes to use your personal data for a new purpose, not covered by this Data Protection Notice, then it will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.