



Facebook: Alford Town Promotions

Instagram: alford_town_promo

Website: www.alford.info

Data Privacy Statement

Data protection is about protecting people's privacy. The purpose of this statement relates to Alford Town Promotions and considers the new General Data Protection Regulation (GDPR) that came into force in May 2018.

How long will your data be kept, what is it kept for and why?

Type of information	What is kept	And why	How long?
Applications to trade at events	Application form you completed to stand at event.	Contact you regarding future events and should an incident occur and insurers are involved, we may pass your details on to them if Alford Town Promotions not at fault.	4 years.
Facebook messages	Messages/posts you have sent to Alford Town Promotions or posted on their page.	Reference of bookings or queries	3 years
Emails	Emails sent to Alford Town Promotions committee members.	Reference of bookings or queries	3 years
First Aid Book	Information on accidents and injury that have occurred at our events or in shop	Record of accidents	4 years
Lost/Found children forms	Information completed on the pro-forma statement form.	Required as per Lincolnshire Event Safety partnership guidance	7 years as advised by Lincolnshire Event Safety Partnership.
Volunteer Details	Contact details for volunteers	To be able to contact volunteers	Revised annually, volunteers wishing to be removed are



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			deleted at their request.
Shop record	Queries asked in shop if volunteer unable to help	To make contact about query	Removed after 6 months from notepad

Data storage

Data will be stored in the following methods:

- Applications to trade at events – electronic on spreadsheet and paper copies
- Facebook Messages – electronic on PC/Laptops and mobile phones by limited members of the group
- Emails – electronic on password protected computers
- First Aid book – paper based
- Lost/Found children form – password protected electronic documents
- Volunteer Details – stored securely in paper format
- Shop record – written note pad

Third party sites used:

Eventbrite – some ticket bookings may be booked through Eventbrite – a third party site. We do not print your details from this site. Emails are stored on a locked phone and the app requires sign in every time a user accesses it.

Corn Exchange Ticket Booking – Any tickets booked using the Corn Exchange Ticket Booking are not held by Alford Town Promotions. We may receive your name and number of tickets booked with a contact point but your financial data will not be passed to us.

Google Drive – some documents maybe uploaded to Google Drive, you can request if your data has been placed on here at any time and the committee will inform you.

Your data and removing it from Alford Town Promotions

You have a right to request a copy of the data we hold about you, and information about how it is being used. We will provide this within one month of the request sent to secretary@alfordtownpromotions.org.uk

An individual may request for their data to be deleted from our system at any time, this can be made via email to secretary@alfordtownpromotions.org.uk – please note we will not remove your data if you have traded at one of our events within the stated time frame of us holding your data.



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Data owner

The data we hold belongs to Alford Town Promotions to no one individual person on the group. You do not become our personal contacts by giving us your details; however any member of the Alford Town Promotions group, or an agent acting on behalf of the group may have your details and may contact you about Alford Town Promotions.

Our commitment

Your privacy is very important to us as group we will endeavour to look after the information we hold on you. This includes:

- That we will not pass your details onto other people without specific consent, unless your details are passed through for an investigation via insurance or governing body;
- That we will not use them for anything other than group business without specific consent;
- That if someone leaves the committee a request will be made for them to delete all details, and vice versa, unless specific consent is given to keep them;
- That we will not put other people's contact details out publically without specific consent.

As of July 2021:

Facebook access is limited to Helen Askew, Kristina Willoughby and Lucy Iaquaniello

Instagram access is limited to Kristina Willoughby