



Privacy policy

How we respect privacy when we deal with personal information collected by our organisation.

This Privacy Policy applies to information we, Lancaster Jazz Festival, collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us at info@lancasterjazz.com

Personal data that we process

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Enquiring about or giving feedback our organisation and its work	Name, email, message	Legitimate interest - it is necessary for us to read and store your messages so that we can respond in the way that you would expect
Subscribing to email updates about our work	Name, email	Consent - you have given your active consent
Making a purchase	Name, email, address, payment information	Legitimate interests - this information is necessary for us to fulfill your intention of purchasing a product or service and your expectation of receiving a confirmation message.
Website functionality	Website activity collected through cookies	Legitimate interests - it is necessary for us to store a small amount of information, usually through

		cookies, to deliver functionality that you would expect.
Registering to take part in artist development or performance opportunities	Name, email, address, professional experience	Legitimate interests

How we use your personal data

We only process your personal information as is necessary:

1. To carry out contractual obligations for purchases of products, services, tickets and other contracts you make with us, including administering your contract and managing your account. You may also request us to take steps before entering into a contract e.g. providing a quote.
2. For legitimate interests including:
 - a. Where we have or recently had agreed contact with you and may wish to contact you about events, products, services and/or news about the charity. You will be able to unsubscribe from further contact.
 - b. For fundraising activities if you have supported us before or to make first contact if your contact information is in the public domain. You will be able to unsubscribe from further contact.
 - c. For surveys, market research and developing statistical data that allows us to better serve our artists or audiences. Your information will be anonymised (or not capable of identifying you) in any final reports.
 - d. To send you marketing communications.

You have the “right to object” to all legitimate interests relating to you.

3. To comply with a legal obligation including:
 - a. Compliance with legal and regulatory requirements and related disclosures e.g. work with children and vulnerable groups, HMRC for Gift Aid
 - b. Exercising your rights under data protection law and making rights’ requests
 - c. Verifying your identity under data protection law, other legal and regulatory requirements and related disclosures.
 - d. The establishment and defence of legal claims and rights

4. Based on your consent including:
 - a. Sending you marketing, fundraising, advocacy and other communications about us where you've given us consent to do so
 - b. Contacting references where you consented to this
 - c. Any information that may put you at risk of unlawful discrimination i.e. Special Category Data, such as racial or ethnic origin, health, sexual orientation. We seek your consent to provide a fairer service based on equality and we take extra security around your information.

You can withdraw your consent at any time and we will work to activate it within one month or sooner of the request. Please note that the withdrawal of consent from one activity does not mean withdrawal from other activities you've given consent to. Withdrawal of consent may also affect what we can do for you.

When we share your data

We will only pass data to third parties in the following circumstances:

1. You have provided your explicit consent for us to pass data to a named third party;
2. We are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors; or
3. We are required by law to share your data.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

How long we hold your information for

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Where data is collected based on consent, we will seek renewal of consent at least every three years.

Your rights

We have a range of rights over your data, which include the following:

1. Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails)
2. You have the right to ask for rectification and/or deletion of your information
3. You have the right of access to your information
4. You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: ico.org.uk

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us.

How to contact us

For data protection matters, you can contact us via post at Lancaster Jazz Festival, % Abacus House, 8 The Ropewalk, Garstang, Preston, Lancashire, United Kingdom, PR3 1NS, or by email at info@lancasterjazz.com

How to complain

You can complain to us using our "How to contact us" details above. You also have the right to complain to the Information Commissioner's Office. It has enforcement powers and can investigate compliance with data protection law: ico.org.uk

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, eg remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website.

Where cookies are used to collect personal data, we list these purposes in section 1 above, along with other personal data that we collect. However, we also use some cookies that do not collect personal information but that do help us collect anonymous information about how people use our website. We use Google Analytics for this purpose. Google Analytics generates statistical and other information about website usage by means of cookies, which are stored on users' computers. The information collected by Google Analytics about usage of our website is not personally identifiable. The data is collected anonymously, stored by Google and used by us to create reports about website usage. Google's privacy policy is available at <http://www.google.com/privacypolicy.html>

Use of site by children

We do not market to children, nor do we sell products or services for purchase by children, but for purchase by adults. If you are under 18, you may use our site only with consent from a parent or guardian.

Other websites

Our website contains links to other websites. This privacy policy only applies to our website (www.lancasterjazz.com) so when you link to other websites you should read their own privacy policies.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place and updates on www.lancasterjazz.com/privacy-cookies.html This privacy policy was last updates on 25th May 2018.