



General Data Protection Regulation Policy

The Luton Festival of Dance (Registered Charity No. 1039377) is a competitive festival for the performing arts, run by volunteers and registered with the Charity Commission. Luton Festival is a member of the British & International Federation of Festivals.

We promise:

- To keep your data safe and private
- Not to sell your data.
- Not to share with third parties without your specific permission.

Collecting your personal information

We can get your personal information when you:

- Register an entry to the Festival.
- Volunteer at the Festival.
- Are engaged as an Adjudicator at the Festival.
- Ask us for more information about the Festival, or contact us with a question or complaint.
- Pay for an advert in the programme

The personal information we collect

It includes (but isn't limited to) the following:

- Your name, address, phone number, date of birth and email address.
- Your contact with us – such as a note of a call you make to us, an email or letter you send to us or other records of any contact you have with us.

Using your personal information

Names and ages will be published in the Festival programme. We also include a list of cup/prize winners.

Sharing your personal information

Apart from the published programme, we will not share your personal information with a third party (with the exception of Leylands School) without your specific permission.

Keeping your personal information secure

Access to your personal information will be restricted to those personnel who administer the Festival. We will only store your information for as long as we need to. We will also keep some personal information for a reasonable period, for example, to send a syllabus for the following year's Festival. You should be aware that communications over the internet (such as emails) are not secure unless they have been encrypted. We cannot accept responsibility for any unauthorised access or loss of personal information that is beyond our control.

Your privacy rights

You can write to us at any time to get a copy of the personal information we hold about you. The request, in writing, should be addressed to Lutondance@outlook.com.

Please be aware, by submitting entry forms to participate in Luton Festival of Dance you are agreeing and accepting the above policy.