

# THE SOUTHERN CATHEDRALS FESTIVAL SOCIETY

## PUBLIC PRIVACY STATEMENT

MAY 2018

### 1. Introduction

We are required to provide you with this information under the General Data Protection Regulation (GDPR). This policy explains how we handle your personal data (i.e. any information which identifies you, or which can be identified as relating to you personally) and what you can do if you have any concerns.

### 2. Scope of policy

This policy relates to the Southern Cathedrals Festival Society, registered charity no. 239593 referred to in this policy statement as the SCF.

### 3. Contact details

The SCF may be contacted

- by post: Crown Chambers, Bridge Street, Salisbury SP1 2LZ or by email
- by telephone: 01722 327801
- by email: mail@fletchpart.co.uk

### 4. The legal basis for processing data

We may only process your data if we have a legal basis for doing so. Depending on the circumstances, the legal basis for which SCF may process your data falls under one or more of the following provisions of the GDPR:

- (a) The processing is necessary for the performance of a contract. For example, when you buy tickets by post we need to process your personal data in order to send them to you.
- (b) There is a legal requirement for us to process the data. For example, if you have made a donation under gift aid we need to process your personal data in order to support the tax claim and the tax legislation imposes rules as to the length of time we must retain it.
- (c) It is in the legitimate interest of the SCF to process the data. We need to process your data for our legitimate interests such as the administration of the charity. We use people's data in ways that they would reasonably expect and which have a minimal impact on their privacy.
- (d) In line with the existing Privacy and Electronic Communications Regulations we will continue to seek your consent to electronic marketing.

### 5. The information which we collect

We collect data which you provide to us. This includes information which you give when becoming a patron or when ordering tickets from us. For example

- (a) Personal details (name, address, email, telephone etc) when you join as a patron
- (b) Financial information (bank details for standing order instructions and your Gift Aid instruction)
- (c) Details of the tickets which you have bought
- (d) If you decide to donate to us we will keep records of the amount and date of the donation, and any restrictions you may put on it.

## **6. Sensitive personal data**

We do not normally collect or store sensitive personal data (such as information relating to health, beliefs or political affiliation) except when it is provided implicitly (for example, your title may imply affiliation to a particular denomination). If we do acquire data of this kind then we will take extra care to ensure that your privacy rights are protected.

If you kindly agree to participate in a public act of worship we will assume that you have agreed that we do not need to keep that fact private.

## **7. The use to which we put your information**

We use information which you have given to us, such as your name, address, event bookings, donations, Gift Aid declaration, either on paper or electronically, in order to

- (a) Perform a contract with you
- (b) Comply with our legal duties
- (c) Pursue our legitimate interests or those of third parties, provided your interests and fundamental rights do not override those interests
- (d) Provide you with information which you have consented to receive.

The specific situations in which we will process your personal information are listed below. We have indicated the purposes using the letters listed above.

- Setting you up as a new Patron (a)
- Sending you the brochure for each year's festival (a)
- Sending you the tickets which you have ordered (a)
- Maintaining the SCF's accounting records (b)
- Claiming Gift Aid on subscriptions and donations (b)
- Communicating with you in relation to any query which you raise with us (c and d)
- Keeping you informed about the SCF and its activities (c and d)

## **8. Other people and organisations with to whom we disclose your information**

We may share your personal data with other organisations who provide us with services in connection with the operation of the SCF and the annual festival. These may include

- The Cathedral which is hosting that year's SCF
- Ticket agencies who process the ticket orders
- Our accountants who prepare the annual accounts and the Gift Aid reclaim.

These activities will be carried out under a contract which imposes strict requirements on our supplier to keep your information confidential and secure and which precludes them from using it for other purposes.

## **9. Marketing**

We carry out the following activities which are classified as marketing under the GDPR:

- Sending you information about the forthcoming festival
- Sending you information about fundraising events
- Sending you information about the SCF generally

When we send you a communication we may collect information about how you respond and that may affect how you communicate with you in the future.

These communications are sent out either by post or electronically to those who have consented to receive them electronically.

As a charity we rely on donations to enable us to put on the annual festival. From time to time we may contact our supporters with fundraising material connected with this.

You can decide not to receive communications or change how we contact you at any time. You can exclude yourself from all marketing or specify removal from any or all of the above marketing activities.

If you wish to do so please contact us using the contact details given above.

## **10. Profiling**

The SCF does not carry out profiling from the personal data which it holds.

## **11. Young people**

We take especial care to protect and respect the rights of children in relation to their personal data. If your child is under 13 we will require consent from a parent or guardian to process his or her personal data. This means that we will require permission from you as the child's parent or guardian to publish your child's name and/or photograph in one of our publications.

## **12. Data protection**

We employ a number of physical and technical measures to keep your data safe and to prevent unauthorised access to, use and disclosure of your personal information.

Electronic data and databases are stored on secure computer systems and we control who has access to them. The users receive data protection training and we have a set of detailed procedures which they are required to use when handling personal data.

Paper records are stored within a secure physical environment.

## **13. Data storage**

The SCF's operations are based in the UK and we store our data within the European Union. We will only use and store information for so long as it is required for the purposes for which it was collected. How long information is stored depends on the information in question and the use for which it is put. For example

- Patrons' information is stored for 3 years after they have lapsed;
- Details of gift aid donations is stored for 6 years after the end of the relevant tax year;
- Accounting information is stored for 6 years after the end of the relevant accounting year;
- Information which may be relevant to the SCF's safeguarding responsibilities now or in the future may be stored indefinitely.

## **14. Data subjects' rights**

As the data subject you have a number of legal rights, as follows:

- The right to be informed about how we use your data
- The right to obtain a copy of the personal information we hold (known as a subject access right)
- The right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason)
- The right to have inaccurate data corrected
- The right to restrict processing of your personal data
- The right to object to your data being used for marketing or profiling
- Where technically feasible you have the right to the data portability of the data which you have provided and which we have processed.

To exercise these rights please contact the SCF

- by post: Crown Chambers, Bridge Street, Salisbury SP1 2LZ
- by telephone: 01722 327801
- by email: [mail@fletchpart.co.uk](mailto:mail@fletchpart.co.uk)

### **15.Complaints procedure**

If you wish to make a complaint you can do so by contacting the SCF using the contact details given above.

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervising authority for data protection issues. Details of how to do this can be found at [www.ico.org.uk](http://www.ico.org.uk).

### **16.Links to other websites**

Our website may contain hyperlinks to other websites. We are not responsible for the content or functionality of those external websites. If an external website requests personal information from you the information which you provide will not be covered by the SCF Privacy Policy. When purchasing goods or services from any other organisation you will be entering into a contract with them and not SCF.

### **17.Policy review**

This policy will be reviewed by the SCF Trustees at intervals of no more than two years to ensure that it remains up to date and compliant with the law.

This document was last reviewed on 25 February 2026.