



# Abbots Autumn Fest Privacy Notice

Dated 1<sup>st</sup> March 2023

email: [hello@abbotsautumnfest.uk](mailto:hello@abbotsautumnfest.uk)

Postal address: c/o Over the Moon, 69 High Street, Abbots Langley WD5 0AE.

## **What type of information we hold**

We currently collect and process the following information:

- Name, organisation name (if applicable), email address, contact telephone number, public liability information, qualifications and food hygiene certificates (if applicable).

## **How we get the information and why do we hold it**

The personal information we process is provided to us directly by you to enable Abbots Autumn Fest to contact you in relation to our event, and to satisfy legal requirements as to a stall holder.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting Abbots Autumn Fest by email on: [hello@abbotsautumnfest.uk](mailto:hello@abbotsautumnfest.uk)

## **What we do with the information we hold**

We use the information that you have given us in order to provide you with information and updates regarding the Abbots Autumn Fest and to satisfy legal obligations as an event organiser.

We do not share your personal data with any third parties.

## **How we store your information**

Your information is securely stored both electronically and manually.

We keep your contact details for an indeterminate period of time in so far as the existence of the Abbots Autumn Fest event.

We will securely destroy your information by deleting all electronic data we hold on you from all volunteer organisers' electronic devices and securely shred all paper records, if requested to do so.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** – You have the right to ask us for copies of your personal information.

**Your right to rectification** – You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** – You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** – You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** – You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** – You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request:

Our Contact details: email: [hello@abbotsautumnfest.uk](mailto:hello@abbotsautumnfest.uk)

Postal address: c/o Over the Moon, 69 High Street, Abbots Langley WD5 0AE

You can also complain to the ICO if you are unhappy with how we have used your data, The ICO's address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
Helpline Number: 0303 123 1113