RUISLIP-NORTHWOOD FESTIVAL ASSOCIATION

Privacy Policy

IMPLEMENTED: March 2025 **ANNUAL REVIEW DUE: February 2027**

Ruislip-Northwood Festival takes great care to preserve your privacy and safeguard any personal data you provide to us. This Privacy Policy explains how we will collect and use your personal data.

Who we are

We are Ruislip-Northwood Festival Association, and we are a registered charity (Registered Charity Number 1034353). We are a competitive festival of the performing arts, and our registered address is 8 Leamington Crescent, Harrow, HA2 9HQ. We are a member of the British & International Federation of Festivals

What personal data do we collect?

We collect information about you when you register to perform in the Festival, volunteer as a steward or engage you as an adjudicator. We will only ask for such information as is necessary for the efficient administration of the festival.

Performers

The dance festival uses AED Festival Connect in order to manage its entries. The dance school or private entry will populate Festival Connect with personal data such as:

- The dance schools contact name and details including email and phone number
- The guardian's name and the name of the young person
- The young person's address
- The young person's academic school or elective home education
- Date of birth of the young person
- The guardian's telephone number
- The guardian's email address
- Medical information of the young person
- If the young person is allowed to be photographed for social media purposes

Volunteers

In order to support the running of the festival, we keep key information on all of our volunteers including, but not limited to:

- Name, address, date of birth, medical information and next of kin, email address and phone number
- Enhanced DBS or Chaperone license

When you visit and use our website, we may also use cookies and collect information about your visit that enables us to identify you and provide you with a more personalised service.

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How do we use the personal data?

Performers

Although Festival Connect contains all the above information, the access by the festival is limited to allow for the running of the festival and application for the performance licence (BOPA). Our communication is always to the dance school contact and not directly to the guardian. The festival has no access to the guardian's contact information.

We will use the collected personal data in a number of ways which may include:

- Processing the data to ensure that entries received are in the correct age category
- Processing the date in order to apply for the performance license, this includes home address and date of birth of the young person
- Using the dance schools contact details or private entry details to send out key information about the festival such as the timetable, Festival Guide etc
- Using the dance schools contact details to keep all school updated with the latest news from the festival and to chase up outstanding payments
- Using the performers name to create the timetable and programme

Volunteers

We will use the collected personal data in a number of ways which may include:

- Using the phone number to keep the volunteer up to date with the progress towards the festival and during the festival
- Sending of any DBS certificates and chaperone licences to the local council in order to obtain the performers license
- Holding key information in case of emergencies

Who do you share my personal data with?

Festival Connect is leased through All England Dance (AED) and therefore AED have full access to this information. Please refer to AED for their privacy policy.

We will never sell your details to any third party and we do not buy any personal data about people who support other charities.

If you have made a Gift Aid declaration, we may need to disclose the information you have provided as part of the Gift Aid declaration to HMRC for the purpose of reclaiming Gift Aid on your donation(s).

The local council (Hillingdon) will be provided with limited information in order to authorise the performance license

We may share or disclose your personal data if we are required to do so by any law or court order.

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How do you keep my information secure?

Festival Connect is leased through All England Dance (AED) and therefore AED are responsible for keeping this information secure. Please refer to AED for their privacy policy.

For all other information, the data is kept within a secure server and access is restricted to those personnel who administer the festival

Our website may contain links to other sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content, or the privacy practices employed by other sites. Please be aware that advertisers or websites that have links on our site may collect personally identifiable information about you. This privacy statement does not cover the information practices of those websites or advertisers.

Retention of Records

Your festival entry for 2 years following the end the festival.

Volunteering with the festival for 3 years following the end of your volunteering with us.

Legacies or donations for 3 years after the legacy or donation is received

We are legally required to hold some personal data to fulfil statutory obligations, for example the collection and reporting of Gift Aid to HMRC, or to support certain financial transactions.

The law allows you to withdraw your consent to any usage of your data at any time without needing to specify a reason. You can withdraw your consent by emailing us at rndance@yahoo.com

This privacy policy was last reviewed on:

Name: C. H. LEE

Signed: 

Date: 27/01/26.