

## Privacy Notice for WhizzFizzFest Event – 22 June 2019

Aylesbury Vale District Council (AVDC) is the controller for the personal information we use about you. We are committed to protecting your privacy when you use our services.

The law requires us to give you a Privacy Notice which gives you details about how we use and protect your personal information.

Our contact details are:

**The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone: 01296 585858**

Our Data Protection Officer is Mr Andy Barton. He can be contacted on [ibinning@aylesburyvaledc.gov.uk](mailto:ibinning@aylesburyvaledc.gov.uk) or telephone 01296 585495.

### Visitors to the Event

#### **We will collect the following information about you:**

Name, Address, Email Address, telephone number, payment details, type of ticket purchased.

The information we collect from you will be obtained by Ticket Tailor who are our ticket agent. They act on our behalf. The information will be collected when you complete a purchase for tickets at the Event.

We may take pictures and recordings of you as part of the audience at the Event.

#### **We will use your information to:**

Issue you with valid tickets; contacting you about the Event and/or any changes we may need to make to the Event or if the Event is cancelled; to compile a ticket register in the event of lost tickets; to promote the Event.

#### **We are using your information because we need it to:**

- Carry out the contract you entered into when you bought the tickets for the Event. If you do not give us your information you cannot buy the tickets.
- Provide you with details of any changes to the Event.
- Promote the Event.

Our legal basis to use the information is to carry out the contract and/or for legitimate interests in having the Event run smoothly and/or to generate interest and community satisfaction

#### **We may share your information with:**

The people or organisations exhibiting at the Event or providing an activity at the Event (eg the Tea Party) – this will normally just be number of bookings made.

### Competitions

#### **We will collect the following information about you:**

Name, address, contact details, age, parents details.

This information will be on your entry/forms and will be collected when you enter the competition.

#### **We will use your information to:**

Enter you into the competition; ensure you are put into the correct category; contact the winner(s); tell people who won.

**We are using your information because we need it to:**

- Be able to run the competition and give out the prize. If you do not give us your information your entry may not be used or you may not be able to get your prize.
- Promote the Event.

Our legal basis to use the information is that you have given us permission to use it.

**We may share your information with:**

The people or organisations judging or running the competition on our behalf and the media to publish your details for the promotion of the Event.

**Sponsorship/Grants**

**We will collect the following information about you:**

Name, address, contact details, sponsorship/grant amount, financial details.

This information will be collected when you apply to sponsor or grant to the Event and will form part of a contract between us.

**We will use your information to:**

Consider your application to sponsor or provide a grant to the Event; Provide you with any requested recognition including within promotional materials, contact you about the Event and/or any changes we may need to make to the Event or if the Event is cancelled.

**We are using your information because we need it to:**

Carry out the contract you entered into for sponsorship of or grant to the Event; Comply with financial regulations; promote the Event. If you do not give us your information we may not be able to use your sponsorship or grant monies or you will not be able to get recognition for your help.

Our legal basis to use the information is to carry out the contract and/or for legitimate interests in promoting the Event and other organisations and/or to generate interest and community satisfaction and to comply with the law (financial regulations)

**We may share your information with:**

The people or organisations performing functions on our behalf or providing promotional material and publicity on our behalf or the media

**Exhibiting or performing at the Event**

**We will collect the following information about you:**

Name, address, contact details, nature of exhibit, performance or service, financial details, insurance details, requirements for attendance (eg space needed), health and safety requirements.

This information will be collected when you apply to exhibit or perform at the Event and will form part of a contract between us.

**We will use your information to:**

Consider your application to exhibit or perform; Promote your exhibition or performance, take payment for your pitch or area, consider safety and insurance requirements, contact you about the Event and/or any changes we may need to make to the Event or if the Event is cancelled.

**We are using your information because we need it to:**

Carry out the contract you entered into for exhibition or performance at the Event; Comply with financial regulations; ensure the safety of the public and other attendees at the Event; promote the Event. If you do not give us your information you will not be able to exhibit or perform at the Event.

Our legal basis to use the information is to carry out the contract and/or for legitimate interests in promoting the Event and/or to generate interest and community satisfaction and to comply with the law (health and safety and insurance and financial regulations)

**We may share your information with:**

The people or organisations performing functions on our behalf or providing promotional material and publicity on our behalf or the media

**Volunteering or Working at the Event**

**We will collect the following information about you:**

Name, address, contact details, experience or education, photograph, emergency contact details, disability details and eligibility to work in the UK.

This information will be collected when you apply to volunteer at the Event.

**We will use your information to:**

Consider your application to volunteer; organise the Event (including deciding where and how you will assist/volunteer), consider safety and insurance requirements, provide volunteer Identification, and required equipment; plan effectively for the event; contact you about the Event and/or any changes we may need to make to the Event or if the Event is cancelled.

**We are using your information because we need it to:**

Ensure the safety of you, the public and other attendees at the Event. If you do not give us your information you will not be able to volunteer at the Event.

Our legal basis to use the information is your permission and for legitimate interests in organising the Event and to comply with the law (health and safety and insurance)

**Special category data:**

We may collect health and disability and nationality data which are required to comply with the law.

**We may share your information with:**

The people or organisations performing functions on our behalf and security.

**We may also share your information with:**

Other bodies responsible for auditing or administering public funds, and in relation to safeguarding purposes or in connection with the prevention of crime, criminal or legal investigations or proceedings including fraud (and the National Fraud Initiative) or regulatory functions.

We will only use the information we hold about you for the reasons above but if we need to use it for any other reason we will normally tell you.

**Your rights**

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe our main Privacy Notice is <https://www.aylesburyvaledc.gov.uk/privacy-notice>

If you have any concerns and/or complaints you may write to Jackie Binning, Data Governance Officer, on email [jbinning@aylesburyvaledc.gov.uk](mailto:jbinning@aylesburyvaledc.gov.uk) or telephone 01296 585495, or use the following link <https://www.aylesburyvaledc.gov.uk/section/comments-compliments-or-complaints>