

Oxford Music Festival Data Privacy Notice

Introduction

The Festival aims to protect the rights of festival participants, volunteers and supporters; comply with data protection law and good practice and protect Festival participants from the risks of a data breach.

In order to operate, The Oxford Music Festival needs to gather, store and use certain forms of information about individuals.

Key Roles

This policy applies to all committee members that are handling data on behalf of the festival. The key roles are as follows:-

- Data Controller – Paul Smith
- Festival Friends Data Processor
- Mailing List Data Processor

Data Held

The Festival collects data for the following purposes:-

- To organise and plan the festival.
- Produce the festival programme, individual tickets and mark sheets.
- Keep an historic record of each festival
- Maintain contact with festival participants and friends.

The information retained includes, Names, Titles, Roles, Postal Addresses, Phone Numbers, Email Addresses and Photographs. Photographs are used on our web site and for other publicity purposes.

Data Controller

The Data Controller holds name information for all those people who enter the festival and their teachers. He also holds the mailing list information (see below) in spreadsheet and database form and the archive of photos taken during the festival. This information is held on password secured Cloud servers and replicated on their password secured laptop and desktop PC. Only the data controller has access to this information and all PCs are running antivirus/malware software. All this data is backed up on the Cloud servers and periodically backed up to optical disks held by the data controller. All data is retained indefinitely for archive purposes.

The Data Controller will also hold some of this information in a secure database on the festival web server to facilitate future on-line data entry.

Mailing List Data Processor

The Mailing List Data Processor stores their information in an Excel spreadsheet which is shared with the data controller. The Data Processor's PC is password secured and is running security software. The mailing list is reviewed annually and information retained as needed.

The list holds the names and addresses of each teacher, conductor or candidate who makes an entry. This information is used in the 'Bible' (see below) and to send mailshot emails to teachers. The list also holds contact information for those who are to be sent a syllabus each year.

Festival Friends Data Processor

The Friends Data Processor holds the name, email address, telephone number subscription amounts paid and communication preferences in an Excel spreadsheet and postal addresses in a Word table. These files are stored on their desktop PC and laptop. Both devices are running anti-virus/malware software. The data is backed up periodically to DVDs which are retained by the Data Processor.

This information is used to send or email notices about subscriptions and the AGM, and to send the syllabus and programme to those who want them. It is retained indefinitely.

The Festival Bible

Each year there are three printed summaries of all the entry and contact information for the current year. These are held by festival committee members in order to answer queries and to organise festival concerts.

Consent

There will be a box to tick on each entry form giving permission for the information on the form to be used as outlined above. We cannot accept an entry unless this box has been ticked.

There will be a box to tick giving permission for the festival photographer to take photographs of participants during the festival. The photographer seeks verbal confirmation of consent on each occasion prior to taking photographs during the festival.

Confirmation/Removal of Data

Individuals should contact the Data Controller (paul.richard.smith@btinternet.com) if they wish to see the data we hold about them or wish to have their data amended or removed.

OXFORD MUSIC FESTIVAL ENTRY FORM (Please write clearly)

This form may be photocopied AND extra forms can be downloaded from our website: www.oxfordmusicfestival.org

Please send completed form(s), enclosing fees (payable to **Oxford Music Festival**) and a stamped addressed envelope **for each section entered**, to

The Entries' Processor, 26 Fane Road, Marston, Oxford. OX3 0SA

Section: **Class No:** **Title of class:**

Entrant's Name:
(all entrants)

Responsible adult's name:
(required for entrants under 18yrs)

Address + postcode*

Telephone/mobile*

Email address*

***18 yrs & over only**

Tick this box if the person above is the teacher of the entrant(s)

Tick this box if you'd like a printed syllabus sent to this person next year

Enter the title(s) and time of own choice piece(s), if any, below. *Copies of own choice music needing official accompanist must be sent by the 17th December 2019 to the Official Accompanist, Oxford Music Festival, 40 Broadhurst Gardens, Littlemore, Oxford OX4 4YQ.*

Time taken

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Please specify anything below that could impact when and where we schedule this class. e.g. this person cannot be available on Saturday mornings or we require time to set up staging/instruments. *We will do our best to accommodate these requirements when timetabling but cannot guarantee that this will be possible.*

.....

Official Accompanist needed? If so, please tick the box.

If this is an ensemble, orchestral or choir entry, please state number of performers.

If you have entered other classes, please give class numbers below

Tick the box if this is your first time in the Festival. If this is the first time - how did you hear about the Festival?

CLOSING DATE FOR ENTRIES: Saturday 19th October 2019

The Oxford Music Festival accepts no responsibility for loss or damage to instruments.

I declare that I have read the Data Privacy Notice on the back of this entry form and accept the use of photographs taken by the official photographer as described in the notice.

Please note that we will not be able to process your entry if you have not ticked the following declarations.

I declare that I have read the Data Privacy Notice on the back of this entry form and accept the use of my personal information as described in the notice.

I declare that I have read the Festival's Child Protection Policy and approach to Creating Safer Festivals for Everyone. I confirm that for entrant(s) under 18 (or vulnerable adults of any age) I give (or have obtained) the necessary consents for the entrant(s) to take part in the Festival.

By completing and signing this entry form I confirm the declarations ticked above and agree to abide by the rules of the Oxford Music Festival as published in the current Syllabus.

Entry fee £ :
..... ..

Official accompanist fee £ :
..... ..

Voluntary Donation £ :
..... ..

Signed

Total £ :
..... ..

Entrant's name

Teacher's name

.....
Letter of recommendation from teacher (applicable only to classes A, B and C). Classes A, B, C are intended for performers who have at least passed a diploma or have attained a similar standard. A letter of recommendation from a professional musician such as a College Professor, an Associated Board Examiner or a musician of similar standing should be written in the space below or sent in a separate letter. Competitors who have been accepted in the past need not send a letter of recommendation but should state this on the entry form. The committee reserves the right to refuse entry to Classes A, B, C.

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