



SHERBORNE ABBEY
festival

PRIVACY & DATA PROTECTION

Sherborne Abbey Festival respects your privacy according to the latest GDPR 2018 (General Data Protection Regulation) compliance. We manage a secure contact database and mailing list for patrons, event ticket holders and those who receive our e-newsletters. We now request your consent to hold this information about you in future.

What data is stored?

For each individual, our secure database/ mailing list contains (where supplied/ appropriate):

- Name
- Address
- Telephone number(s)
- Email address
- Ticket buying history

What is the data used for?

- To facilitate your online ticket purchase via Intelligent Tickets
- To facilitate your ticket purchase in person or by phone via Sherborne TIC
- Or to post tickets to you direct from the Festival office
- To alert you to any changes in the Festival programme which may affect you
- To send you the annual Festival brochure
- To email you occasional Festival news (if you have supplied your email address)

Your data is not used for any other purpose or analysis, nor is it shared with third parties unrelated to the management and services of Sherborne Abbey Festival.

How long is the data held for?

Data will be deleted if you do not make any bookings for four years, unless:

- You ask to remain on the mailing list
- You are a patron

How can I ask for changes or deletion of my data?

Our Data & Privacy Policy and contact details are displayed on the Festival website. Alternatively, write to Sherborne Abbey Festival c/o Sherborne Tourist Information Office, Digby Road, Sherborne, Dorset DT9 3NL or email data@sherborneabbeyfestival.co.uk.

You can:

- Ask to see the data we hold about you
- Request any changes to your data
- Ask that your data record be deleted



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DATA CONSENT FORM

To remain on (or be added to) the Sherborne Abbey Festival database we request a record of your positive consent for GDPR compliance. Please complete as many of the statements below as required and add your name, relevant details and signature before returning to us:

a) YES the Festival may hold my data after event tickets have been processed and send me next season's brochure <u>by post</u> .	Tick to agree
b) YES the Festival may hold my data after event tickets have been processed but I prefer next season's brochure sent to me <u>by email</u> .	
c) YES the Festival may hold my details, <u>including email</u> , for occasional e-newsletters/invitations/programme updates to be sent.	
d) NONE of the above, I request the Festival must <u>delete all my data</u> at the end of the season after event tickets have been processed.	
e) Are you currently on our database or electronic mailing list?	Y/N

NAME: (MR/MS/MRS).....

ADDRESS

..... POST CODE.....

EMAIL:

TEL: Landline: Mobile

SIGNATURE DATE