



**MARSDEN**  
**JAZZ**  
**FESTIVAL**

**JAZZ IN THE  
YORKSHIRE PENNINES**

# Privacy Policy

**Amended July 2017**

From time to time, Marsden Jazz Festival collects personal information – names, addresses, email addresses and telephone numbers - from people with an interest in Marsden Jazz Festival.

Our Privacy Policy summarises the type of information we collect, the purposes we collect it for, and the way we look after it.

## **Information we collect**

Marsden Jazz Festival collects names, addresses, telephone numbers and e-mail addresses from:

- Subscribers to our mailing list
- Customers who provide names, addresses and e-mail addresses for ticket purchases
- Registered volunteers
- 'Friends' of Marsden Jazz Festival (subscription scheme)
- Committee members and trustees
- Sponsors

## **How information is stored and used**

Data is stored electronically, in databases and spreadsheets and is used for the following purposes:

To communicate primarily about Marsden Jazz Festival  
To send a copy of our annual brochure by post to subscribers to our mailing list.  
Occasionally to ask for views on the Festival.  
Occasionally to communicate about other events which we think might interest people.

**How information is protected:**

The information is kept securely and is only available to authorised named staff and committee members, and will not be used for any other purpose than that stated above. The information will never be shared with any other organisation, group, or company.

If you have any concerns about the use being made of your personal data, please don't hesitate to bring it to our attention.

Contact: Marsden Jazz Festival, Marsden Mechanics Hall, Peel Street, Marsden, Huddersfield, HD7 6BW, 01484 846969, [info@marsdenjazzfestival.com](mailto:info@marsdenjazzfestival.com).

Personal details can be removed from the database on request by contacting the Festival office at the above address.

Policy re-adopted: July 2017

Review date: July 2018