



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

**JAZZ IN THE  
YORKSHIRE PENNINES**

# Privacy Policy

**Revised July 2018**

Marsden Jazz Festival is a registered charity and a company limited by guarantee.

We may collect personal information about you when you purchase tickets, make a donation, sign up to our mailing list or provide personal information to the Marsden Jazz Festival for any other reason.

The purpose of this Privacy Policy is to provide a clear explanation of how we collect and use personal information that you provide to us.

This policy explains:

- What information Marsden Jazz Festival may collect about you;
- How we will use that information;
- Whether we disclose your details to anyone else;
- Your choices regarding the information you provide to us

## **What personal information do 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
- Audience survey respondents

## **How do we collect information about you?**

We only collect information that you give to us. This may be by signing up to our mailing list.

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

Data is stored electronically, in databases and spread sheets 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.

## **Changes to this Privacy Policy**

The policy may change from time to time to ensure it is up to date and in line with legal requirements. For example, we have recently updated it to reflect new legal requirements of the EU General Data Protection Regulation ('GDPR'). Please visit the Policies and Info section of our website (<https://www.marsdenjazzfestival.com/about/policies-and-info>) periodically to keep up to date with changes in our Privacy Policy.

If you have any queries about this Privacy Policy or any concerns about the use being made of your personal data please contact us at:

Marsden Jazz Festival, Marsden Mechanics Hall, Peel Street, Marsden, Huddersfield, HD7 6BW

Phone: 01484 846969

Email: [office@marsdenjazzfestival.com](mailto:office@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 2018

Review date: July 2019