

# Hebridean Celtic Festival - Volunteer Privacy Notice

## 1. Identity and Contact Details

This privacy notice details how we use information collected by our festival management system, Marcato ([marcatofestival.com](http://marcatofestival.com)). It was approved in January 2019, and will be reviewed regularly.

Volunteer data is managed in accordance with the relevant data protection legislation in the UK. The data controller is Hebridean Celtic Festival Trust of PO Box 9909, Stornoway, Isle of Lewis, HS2 9DW.

You can contact our privacy officer at the address above or by emailing [office@hebcelfest.com](mailto:office@hebcelfest.com).

## 2. The Data

Whilst you use our website we may collect information that is personally identifiable. The table below describes the information we collect and why we do so.

Information Collected	Purpose	Legal basis
<ul style="list-style-type: none"><li>• <b>Your contact details (address, email, phone, etc.)</b></li><li>• <b>Your personal information (name, emergency contact, etc.)</b></li><li>• <b>Information you provide on the volunteer application form (team preferences, experience, availability)</b></li></ul>	<ul style="list-style-type: none"><li>• To allow us to assess your suitability for one of our volunteer teams</li><li>• To allow us to allocate shifts to you to suit your availability</li><li>• To allow us to communicate effectively with you before, during and after the event</li></ul>	Consent

Please note that this list only applies to your status as a volunteer. If you interact with us in other ways, then additional privacy notices detailing other information and purposes will also apply.

## 3. Data Sharing

We undertake not to share your data with any other organisations.

## 4. Retention

In accord with relevant data protection legislation, we will not retain your information for longer than is necessary for the purposes listed above and to deal with any complaint or dispute you may have. As a volunteer we will retain your information until the following year's festival, at which point we will invite you to re-apply, while giving you the option to have your data deleted if you do not wish to volunteer with us again. You may contact us at any point to ask for your data to be deleted.

## 5. Your rights

Under UK and EU data protection legislation, you have a number of rights with respect to your information. These include:

- The right to be informed about the information we hold about you
- The right of access to the information we hold about you
- The right to have any errors rectified
- The right to withdraw consent (where consent is the basis of processing)
- The right to object to processing

If you have any questions about the information we hold, how we use it or how to exercise these rights, please contact us using the contact details above.

## 6. Complaints

If you have any cause for complaint about the way we care for your information, please do contact us and we will do our best to resolve the situation for you. You also have the right to complain directly to the Information Commissioner's Office. You can find details of how to contact them here: <https://ico.org.uk/concerns/> or by calling their helpline on 0303 123 1113.