

Dawlish Celebrates Carnival is a Community Interest Company registered in England and Wales number 10690469. Registered office: 5 Swallows Acre, Dawlish, Devon EX7 0RU

Data Protection Officer 2018: Angie Weatherhead, Committee Member.

Dawlish Celebrates Carnival is registered with the Information Commissioner’s Office.

Dawlish Celebrates Carnival is abbreviated to DCC throughout this document.

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Privacy Policy

Dawlish Celebrates Carnival (DCC) is committed to respecting privacy of all users of the DCC website and other communications with DCC. This privacy policy governs the way DCC uses, maintains and discloses information collected from users of the DCC website, or via paper forms or email communications. It is reviewed on an annual basis and when changes are made to our website.

Privacy

DCC is committed to developing long lasting relationships based on trust and ensuring that your right to privacy is maintained and protected.

Information DCC collects

DCC may request or collect personal information from users in a variety of ways, including through online forms, paper forms, emails and other instances where users are invited to volunteer such information. This is for example to:

- Take part in an event such as the parade, raft race, pram race etc where there is a registration form
- Want to be notified of current or future volunteer opportunities
- Contacting DCC for more information
- Make a donation
- Be in a photograph in a lawn shot, group or as a winner or runner up in an event.

It may also be given to DCC when a business or individual book a stall or provide entertainment under a contractual basis for an event hosted by DCC.

The information DCC collects is personal information that identifies you personally, such as:

Your name

E-mail address

Postal address

Telephone number

Age – if relevant to a children’s competition or entry form

Parental or Guardian’s consent – for children’s entry to a competition/entry

Next of kin details in case of accidents/emergencies for those taking part in swimming races etc.

Whether a health condition is notified to us when taking part in a swimming event

Photographs taken for the events

In the case of where entry forms are completed DCC holds this information on the basis of legitimate interest. Carnival needs this information to know who is entering a competition and the names of the winners to be able to announce and publish the information both online and in print. This includes on our social media and on our website. It allows Carnival to build its presence and is in the needs for fairness to all the competitors who enter to know who won an event.

When taking photographs/videos at an event by our DCC photographers, we hold this information on the basis of legitimate interest as it is our basis there is a reasonable expectation that those at the event could expect to be photographed and carnival has run in Dawlish for over 50 years. We need to be able show that people enjoy the

event as part of our marketing, building the carnival business and the benefits to the public of the event given different funding streams – both Council and private sponsorship.

As a safeguarding and opt-out measures:

For entry forms – we can put anonymous instead of a name to be published if requested.

For individual or small group photos/videos or where there are 3 in a photo (Winner plus runner ups) photographs/video and for those under 16 our photographers will ask if there is a responsible adult there for permission to take the photo/video and explain where it is being used. If permission is not granted the child can opt out from the photo/video. The photo/video will be taken of the others who have got permission. If an adult objects to a photo/video being taken they can opt out and should make this decision known to the official photographer so their photo will not be taken.

Notices will be placed at public events giving notification that photos/videos may be taken by event photographers and where they may be published. Our official photographers will be clearly marked to be able to be visible to the public. They will also be briefed on our privacy policy.

We have carried out a legitimate interests assessment for holding the data.

Where third parties are used for payment processing i.e. to pay for programmes online via our website, DCC will not have access to credit card or other payment details and will only use those providers with secure encrypted systems and meeting up to date data protection guidance.

How DCC uses this information

DCC may use the personally identifiable information collected by DCC to contact users regarding events and other activities offered by DCC. DCC will not in any way share this information with a third party either for free or by selling it, unless you specifically consented to such disclosures.

Maintenance of information

DCC shall retain your personal data in accordance with all applicable laws and remain consistent with the purpose in collecting your personal data. It may be stored on one or more databases directly maintained by DCC. Although DCC cannot guarantee that any loss, misuse or alteration of data will not occur; every effort is made to prevent such occurrences. Information will be regularly assessed for disposal and for renewal of consent e.g. our volunteer database will be reviewed annually.

Disclosure of information

DCC may also disclose aggregate, anonymous, data based on information collected from users. In such cases, statistical information only will be disclosed, and personally identifiable data will be kept strictly confidential.

Storage of information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

We do this by the following storage methods: password protected pcs and encrypted memory sticks. While we use drop box for event information and other activities (it has the EU/US Privacy Shield) our volunteer data is only stored locally on encrypted memory sticks.

Retention and disposal of personal data

We review our volunteers' database annually and after each carnival, paper and e-forms relating to competition entry forms and registration forms are shredded. This is after an interval when prize winners have been contacted and so the information is no longer required.

Other contractual information is reviewed after each carnival and in planning for the next year.

Event information

Dawlish Celebrates Carnival have made every effort to ensure that times and venues listed in the programme are accurate. From time to time it may be necessary to make changes. When this happens, details will be displayed at the information tent on the Lawn and online as soon as practicable.

The right to admission to an event is reserved by Dawlish Celebrates Carnival who may take health and safety, environmental and security concerns into account, and may carry out security searches. We are unable to offer you a refund if you are refused entry to or ejected from a venue on account of your being abusive, threatening, drunken, or displaying other antisocial behaviour (including smoking in no smoking areas), carrying offensive weapons or illegal substances, or making unauthorised audio, video or photographic recordings.

Website

Intellectual property on the website

The copyright, trademarks and all other intellectual property rights in the material contained in the website, together with the website design, text and graphics, and their selection and arrangement, and all software compilations, underlying source code and software (including applets) belongs to DCC or is currently licensed to us, our subsidiaries or the providers of such information. All rights are reserved. None of this material may be reproduced or redistributed without our express written permission. You shall retain ownership of all copyright in data you submit to the website. You grant us a worldwide exclusive, royalty-free, non-terminable licence to use, copy, distribute, publish and transmit such data in any manner subject to our obligations.

Exclusions of liability re: website

We use reasonable endeavours to ensure that the data on the website is accurate and to correct any errors or omissions as soon as practicable after being notified of them. We do not guarantee that the website will be fault-free and do not accept liability for any errors or omissions.

We do not give any warranty that the website is free from viruses or anything else which may have a harmful effect on any technology and you should take your own safeguards in this area.

Use of cookies on DCC website

A cookie is a piece of data stored on the user's computer tied to information about the user.

We use cookies to make the website work better. Some cookies are essential to make the website work. We use 1&1 website services to host the website. Cookies used on the 1&1 website do not contain personally identifiable information.

We use session ID cookies. For session ID cookies, once you close your browser or log out, the cookie terminates and is erased. Session ID cookies may be used by 1&1 to track user preferences while the user is visiting the website. They also help to minimise load times and save on server processing.

We use persistent cookies. A persistent cookie is a small text file stored on your computer's hard drive for an extended period.

Cookies on the DCC website:

SN = strictly necessary – need for website to perform basic functions

F=Functionality – used to store user preferences

P=Performance – cookies that record usage i.e. that is pages which are visited

A = Advertising / tracking – cookies that display, manage and measure ads

P=persistent s=sessional t=third party

Facebook.com Related to the Facebook feed in the web page – third party	F/t	These cookies are used when integrating Facebook and the sharing of content. Facebook cookie policy https://www.facebook.com/policies/cookies/ If you are logged into Facebook while viewing the site then Facebook’s cookie will allow you to, for example, like our Facebook page as you are logged in. To see Facebook’s privacy policies visit: https://www.facebook.com/help/325807937506242
WP Spam Shield Used to stop spam and enhances the security of the website – first party	SN/s	Anonymous cookies – they delete when the browsing session is ended or closed. https://www.redsandmarketing.com/plugins/wp-spamshield-anti-spam/faqs/#faqs_18
	s/SN	PHP - PHP is the computer language used by this website. Web servers are not able to maintain information about a user, so PHP solves this by use of the PHPSESSID cookie. It uses the cookie to temporarily store user information for use across multiple pages. An example use: store a simple message when a form is submitted that can be displayed on a different page.
WAH accessibility	s/F	Only if the user uses the accessibility options on the website – change colour. Can be deleted by user during session.
	s/F	Only if the user uses the accessibility options on the website – font change colour. Can be deleted by user during session.
Google Analytics	p/P	Statistics on the website. How Google uses the data when you use our website may be found at: https://policies.google.com/privacy/partners You may disable the Google Analytics function by means of a browser add-on to ensure the prevention of the sending of any

		analytical information to Google. http://tools.google.com/dlpage/gaoptout
Google captcha v2	t/F	Used to secure forms on our site from spam and abuse by automated software.
WordPress	s/SN	WordPress - Used to check whether your web browser is set to allow or reject cookies.
	p/SN	WordPress - For users who log in only. On login, WordPress uses the WordPress_[hash] cookie to store your authentication details. Its use is limited to the admin console area, /we-admin/.
	p/SN	WordPress - For users who log in only. After login, WordPress sets the wordpress_logged_in_[hash] cookie, which indicates when you're logged in, and who you are, for most interface use.
	p/SN	WordPress - For users who log in only. This is used to customize your view of the admin interface, and possibly also the main site interface. The number on the end is your individual user ID from the users' database table.
Cookie consent	p/F	Used to record that you accept the fact that the site uses cookies. It is kept for one month.
YouTube	p/A	This is where our website has any video links to YouTube videos and the content is integrated into our site.
DoubleClick.net	p/A	DoubleClick (part of Google) uses cookies and IP address analysis to identify unique users of our website (through the collection of non-personally identifiable information) and to track the conversion rates for particular advertising campaigns, to help serve advertisements which are of particular relevance to you, and to control the frequency with which particular advertisements are displayed to our users. For more information about how Google use data please see Google's Privacy Policy at http://www.google.com/intl/en/policies/privacy/ . To opt-out please visit http://www.google.com/policies/privacy/ads/ .

For more information on cookies in general and how to control them: www.aboutcookies.org

Log files

The DCC website is currently being hosted by 1and1 webservices through Weatherhead's Web (<https://about.1and1.co.uk/?linkId=ft.nav.about1and1>).

Like most standard websites, 1&1 use log files. This information may include internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks to analyse trends, administer the site, track user's movement in the aggregate, and gather broad demographic information for aggregate use. However, none of the information stored in the 1&1 log files, including but not limited to IP addresses, is linked to personally identifiable information.

Links to other websites

The DCC website contains links to other sites. Please be aware that DCC is not responsible for the privacy practices of such other sites. You are encouraged to read the privacy statements of each and every web site that collects

personally identifiable information. The DCC privacy policy as described herein applies solely to information collected by DCC.

Contact Form

By filling in our contact form the information is not held on the website only on the receiving email system and server.

Rights

Right to restrict processing

Individuals have the right to request the restriction or suppression of their personal data held by DCC. They can make this request in writing or verbally.

DCC will record the request has been made and will respond within one calendar month.

Right to erase personal information

Individuals have the right for their personal data to be erased.

They can make this request in writing or verbally.

DCC will record the request has been made and will respond within one calendar month.

What we do in the event of a personal information data breach

When a personal data breach has occurred, if it is not likely to pose a risk to the to people's rights and freedoms we will document the breach has happened and notify the individual. If there is a risk to a person's rights and freedoms we will notify the ICO within 72 hours.

Legal disclaimer

Though every effort is made to preserve your privacy, DCC may need to disclose personal information when required to by law. If it is deemed necessary that such action needs to be taken, DCC will comply with judicial proceedings should a court order or legal process be served on DCC.

Right to complain

If you are unhappy with the way DCC has processed your personal data you can complain to:

Information Commissioner's Office, Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF Tel: 03030123113 (local rate) or 01625 545 745 (national rate)

Email: registration@ico.org.uk

Contact information

If you have any questions regarding DCC and this policy please contact:

Angie Weatherhead, Data Protection Officer c/o 39 Meadow Park, Dawlish EX7 9BU

Revised 6th August 2018