

## Data protection and privacy policy – Watford Jazz Junction



### Goal of the data protection policy

The goal of our data protection policy is to be clear about the legal data protection aspects in one summarising document. It can also be used as the basis for statutory data protection inspections, e.g. by the customer within the scope of commissioned processing. This is not only to ensure compliance with the European General Data Protection Regulation (GDPR) and Data protection Act (DPA) 2018 but also to provide proof of compliance.

### About us

The Watford Jazz Junction CIC 12924898 was founded as a community interest company in October 2020 to enable a community music festival for Watford, UK. We are keen to ensure that the data relating to our artists, patrons and those who work with us remain secure and are treated appropriately under the law in the UK.

This Policy relates to our use of any personal information we collect from you via the following online services:

The Watford Jazz Junction Website ([www.watfordjazzjunction.com](http://www.watfordjazzjunction.com))

Watford Jazz Junction official social media channels

Emails sent via our website content management system

Data supplied to the us by crew and artists

It also relates to our use of any personal information you provide to us by phone, SMS, email, in letters and other correspondence and in person.

In order to process your ticket bookings, trader or job applications or other enquiries, we will need to collect and use information about you.

This Policy explains the following:

- what information we may collect about you;
- how we will use information we collect about you;
- when we may use your details to contact you;
- whether we will disclose your details to anyone else;
- your choices regarding the personal information you provide to us;
- the use of cookies on our website and how you can reject cookies.

We are committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information (including the Data Protection Act 2018, the General Data Protection Regulation, the Data Protection Bill – these laws are referred to collectively in this Privacy Policy as the “data protection laws”). No website can be completely secure; if you have any concerns that your data, please get in touch straight away.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## DATA PROTECTION AND PRIVACY

We do from time to time ask people for their personal details in forms to subscribe for specific information or entering applications electronically. Personal information collected via this website and the registration process is controlled by Watford Jazz Junction (the data controller). This data is only held for the specified purpose made clear at the time of collection. Your data will only ever be shared with a third party for explicit, necessary processing purposes; for instance:

Please note that sometimes we will require you to provide additional personal information, and sometimes sensitive personal information. When we do this we will provide further details about why we are collecting your information and how we will use it.

We comply with all relevant data protection laws in all our dealings with your personal data, and we will ensure that our Data Processors do the same.

The Watford Jazz Junction will use your personal information for a number of purposes including the following:

To contact you with information about your ticket registration, ticket or accommodation purchase

To contact you about a submission you have made, including any content you provide for the website, or CVs or applications uploaded to our contact form.

To deal with your requests and enquiries;

To use IP addresses and device identifiers to identify the location of users, to block disruptive use, to establish the number of visits from different countries, and to determine whether you are accessing the services from the UK or not.

For analysis and research purposes so that we may improve the services offered by the festival. This can include using geo-demographic information from external sources, to ensure that localised services (such as the local ticket area) are protected.

To notify you of any changes to our policies and practices.

We may also use and disclose anonymised information in aggregate (so that no individuals are identified) for marketing and strategic development purposes.

Where we propose using your personal information for any other uses we will ensure that we notify you first. When we do this we will provide further information about why we are using your information and how we will use it, and obtain your consent in advance where needed.

Registration and/or booking tickets is open to anyone, however if you are aged 18 or under, you will need your parent/guardian's permission before you provide any personal information to us.

## DATA RETENTION

We will hold your personal information on our systems for as long as is necessary for the relevant activity, as outlined in the privacy statement for each specific data process.

As an annual event, we recognise that just because you have not used your registration details to purchase a ticket in one year, does not mean you have no intention of using your registration to purchase a ticket in future.

If you no longer wish to be registered to apply for tickets for the Watford Jazz Junction you may delete your registration at any time (as long as you do not have a current booking).

## CREW AND PERFORMER DATA

Whether you are volunteering as a steward, or performing, you or your representatives will be required to supply a certain amount of personal data in order for us to fulfil your contract, supply your accreditation, or contact you in case of an emergency. The personal information provided as part of the Watford Jazz Junction artist and crew advancing processes will be stored and processed by the respective area of the festival you are working/performing at, and by our central functions for passes and finance administration. Where the data may be processed by a third party processor on the festival's behalf, this will be outlined in the specific area's privacy statement. The personal data you supply will be retained for a maximum of 5 annual cycles before being securely deleted. Your information will never be shared with or sold to other third parties.

In addition to the basic information provided in order to fulfil our contractual obligations, we will also use some of the personal data provided by artists to compile our line up listings. This will include the performer's name and social media handles (if they have a public profile). The line-up listings are shared with third party companies, such as our media partners in order to publish line-up information across their platforms; as well as being publicly available on the line-up page of the festival website. We believe this is in the legitimate interest of both the Watford Jazz Junction and the artists performing, as artists derive a benefit from being featured across these platforms, however any artist who wishes to have their information removed from or amended on these listings, has the right to deletion or rectification, as described in 'YOUR RIGHTS' below.

## NEWSLETTER

You can subscribe to our official newsletter directly via the subscribe link on our website.

Our newsletter will bring your periodic updates on the festival and its activities, including other events organised by the festival, the activities of our partners, or services available to festival goers.

## COPYRIGHT

The copyright in the text on this website is owned by Watford Jazz Junction CIC ('we, 'us' 'our') except where it is specifically stated that the information was previously published elsewhere and/or the copyright is acknowledged to another party, usually the original publisher or writer. Any text on this website that is marked with the copyright notice of any other party apart from the festival is that person's intellectual property and you must contact that person or organisation if you wish to use their material.

Subject to the above, other publications are very welcome to copy all or part of any article(s) on this website where we hold the copyright on the strict condition that this website is acknowledged and a link (in online publishing) or the address (in print) to this website is provided as part of the article. If you do wish to use an article in this way you must send details of this using [jazzwatfordlive@gmail.com](mailto:jazzwatfordlive@gmail.com).

We own the copyright in all photographs taken by employees and volunteers of the Watford Jazz Junction. However, photographs taken by freelance photographers who have purchased their tickets to the festival, with specific permission to work as a freelance photographer, retain the copyright of these images. They are published here with their permission for promotional use on this website only and may not be used without the original copyright owner's permission.

We can also advise if any appropriate fee is payable for use of the photograph. Please advise when requesting a picture of the full web address of the picture required or of the subject matter. We will also provide details of the appropriate credit to be used when the picture is used. You may not copy and use any photographs or other artwork without our permission. Any approved licences for the use of photographs, text material or other material from this website will be governed by the laws of England and Wales.

#### LIMITATION OF LIABILITY

Whilst Watford Jazz Junction (the data controller) will use our reasonable endeavours to ensure that all material found on this website is accurate and up to date, it cannot guarantee this to users/readers and Watford Jazz Junction represents that the information contained on this website is accurate, complete or verified and will accept no liability or obligation (whether at law or otherwise) for the accuracy or completeness of the information contained in this website or for any loss or damage suffered by any person, company or other organisation from any reliance placed upon the information found on this website. Users/readers of this website should note that information in pages published in relation to previous years' festivals does not necessarily apply to the current year's festival.

## YOUR RIGHTS

You have the following rights under the GDPR in respect of your personal information held by us:

- (a) to access your personal data – you have the right to request a copy of the personal information we hold about you and to have any inaccuracies corrected.
- (b) to be provided with information about how your personal data is processed (this information is set out in this Policy)
- (c) to have your personal data corrected where necessary (please contact us promptly should you become aware of any incorrect or out-of-date information)
- (d) to have your personal data erased in certain circumstances (please refer to the appropriate data protection legislation or consult the ICO for details)
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business

If you are within the UK, please address requests and questions about this or any other question about this Privacy Policy contact [jazzwatfordlive@gmail.com](mailto:jazzwatfordlive@gmail.com).

In order to verify your request, you will be asked to provide copies of two forms of identification, which (Passport, Driving licence, Birth certificate, Current vehicle registration document).

You also have the right to take any complaints about how we process your personal data to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

<https://ico.org.uk/concerns/>

0303 123 1113.

## COOKIES

Cookies may be used from time to time to assist us in presenting the website in a more usable format.

Our website contains hyperlinks to websites owned and operated by third parties. These third party websites have their own privacy policies, and are also likely to use cookies, and we therefore urge you to review them. They will govern the use of personal information you submit when visiting these websites, which may also be collected by cookies. We do not accept any responsibility or liability for the privacy practices of such third party websites and your use of such websites is at your own risk.

## INFORMATION AND THE LAW

We may occasionally release your personal or financial information to assist law enforcement, to comply with laws or regulations, for example to enforce the terms under which you purchased a ticket, or to protect the rights, property or safety of the Watford Jazz Junction, users of the site or others, including your vital interests or those of another person.

## CHANGES TO THIS PRIVACY POLICY

This Privacy Policy may be updated from time to time so you may wish to check it each time you submit personal information to us. The date of the most recent revisions will appear on this page. If you do not agree to these changes, please do not continue to use our website or related websites to submit personal information.

You can also delete your registration at any time – please see Data Retention above for details. If material changes are made to the Privacy Policy, for instance affecting how we would like to use your personal information, we will provide a more prominent notice (including, for certain services, email notification of Privacy Policy changes)

## OWNERSHIP

This website [www.watfordjazzjunction.com](http://www.watfordjazzjunction.com) is owned by Watford Jazz Junction CIC.

## TRANSMISSION OF EMAIL CONTENTS

If you are not the intended addressee, you may not disclose, distribute, copy or use the contents of e-mail sent or received from us. Any views or opinions expressed within e-mails sent or received via our email or website domain are solely those of the author and do not necessarily represent those of Watford Jazz Junction unless the message states otherwise and the sender is authorised to express them on behalf of Watford Jazz Junction.

We accept no legal liability for the contents of e-mails sent or received via our email or website domain by independent contractors, self-employed/freelance crew, or other third party companies; including any errors, interception or interference, as internet communications are not secure. Whilst we take all reasonable precautions to prevent transmission of computer viruses, malware or other unwanted programmes, should this occur we accept no liability.

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This policy was last reviewed on 03 May 2022

Next review on 1 May 2024

Signed:

A handwritten signature in black ink, appearing to read 'C Newstead', written over a horizontal line.

Chris Newstead, festival director