

www.berwickliteraryfestival.com

Charity number 1168860

GDPR Policy

These notes explain what information is held about people who register for events organised by Berwick Literary Festival ('the Festival') or who sign up to the Festival's mailing list, and how it is used as required by the General Data Protection Regulations (GDPR).

The following details are held about registrants:

1. First name
2. Family name
3. City/town of residence
4. Country of residence
5. Email address

Information about members is stored in a membership list and is held in secure UK databases by the Festival. Registrants can ask to see their individual record at any time.

It is the responsibility of registrants to ensure that the data held about them is accurate and up to date.

This information is used for a number of purposes by the Festival, namely:

1. Controlling access to online events organised by the Festival;
2. Notifying registrants by email about forthcoming Festival events and activities;
3. Notifying registrants about similar Festivals and events taking place within Berwick-upon-Tweed
4. Notifying registrants about other book and literary festivals with which BLF has mutually supportive arrangements.

The Festival does not share registrant information with any external organisation and does not sell the information to any third party.

Data is only visible to the following members of the Festival Steering Group: chair, administrator and website manager.

4/8/2020