



# RWB Arts Festival GDPR Policy

Data Protection

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# 1 Introduction

## 1.1 Purpose

This document provides the necessary guidelines for the Royal Wootton Bassett (RWB) Arts Festival's collection, storage and deletion of customer data. It provides a framework for Data Protection, which we all have to comply with when using Festival equipment and systems, including General Data Protection Regulations\* (GDPR). It defines the standard requirements for data and records management for meeting legal and business (Festival) data archival requirements. Data retention weighs legal and privacy concerns against economics and need-to-know concerns to determine the retention time, archival rules, data formats, and the permissible means of storage, access, and encryption.

\*Note: GDPR comes into force 25<sup>th</sup> May 2018

## 1.2 Personal Data

Data is deemed as anything (email; database; document) that is stored within an IT device e.g. Laptop, iPad, Smartphone or File share that is used for Festival purposes; or data which is stored in printed format. Under GDPR, the definition of **personal data** now includes any information relating to an identified or identifiable natural person. Data that can directly or indirectly, by reference to an identifier such as a name, an identification number, location number, an online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. E.g. John Smith alone is not an identifier, but John Smith plus an address or place of work is.

## 1.3 Roles and Responsibilities

The RWB Arts Festival Chair is accountable for overall compliance to the policy statement requirements below. Each Committee Member is responsible for adhering to those requirements. The Data Protection role is headed by the RWBAF Chair in conjunction with the Social Media Officer.

## 1.4 Scope

This policy covers Data Protection activity for the RWB Arts Festival and can include past and present Festival attendees (customers). **In particular it is focused on Personal Data.**

The sensitivity and confidential nature of the record will determine the level of security required for file storage. To avoid any doubt, any personal data contained in a file or record shall be considered as confidential.

## 1.5 Intended Audience

This policy applies to all RWB Arts Festival Committee Members. This document must not be provided to Third Parties without pre-approval from the RWB Arts Festival Chair.

## 1.6 Exceptions

This policy is a mandate. Exceptions to this policy must be agreed and signed off by the RWB Arts Festival Chair.

Those subject to this Policy should regularly monitor and, at least once a year, undertake a comprehensive review of all documents and data under their care and control to assess whether particular documents should be retained or disposed of. Additionally, RWB Arts Festival will regularly audit files and computer, hard drives, and cloud systems if necessary and where appropriate to ensure compliance with this policy

Local laws or local regulatory requirements may impose additional obligations and requirements on retention than those set out in this Policy. Advice should be taken to ensure that any such obligations are properly complied with.

## 1.7 Contacts

For further information or should you have any questions, please contact the RWB Arts Festival Chair.

## 1.8 Non-Compliance

Non-compliance with this policy may result in criminal proceedings against the RWB Committee Member as GDPR is a legal, not an optional, requirement.

## 1.9 Data Sources

Data Sources include; E-Mail, CVs, Text Messages etc., and maybe in any format i.e. Paper or Electronic.

## 2 Personal Data Requirements

- 2.1.1** Any personal data held is subject to the Data Protection Act 1998 (DPA98) and must be stored, processed and disposed of in accordance with the Act's requirements and must only be retained for a period where there is a defined legal or regulatory, or justified Festival need. Any retained information must only be used for the defined purposes for which the data was collected.
- 2.1.2** Should an individual request it, they must be informed of what information is held about them and how long it would be retained for. The request must be logged, any inaccuracies rectified and the requester informed within 30 days.
- 2.1.3** Data retention requirements for each of the Festival's information types must be recorded in a small register with a documented Data Retention Schedule.
- 2.1.4** All RWB Arts Festival Committee Members are responsible for ensuring information is only kept if there is a justified Festival need, notwithstanding any contractual retention restrictions or requirements specified by law or governing regulations. Only the absolute necessary data to perform any Festival purpose must be collected. If that purpose no longer exists, then the data should be deleted.
- 2.1.5** Data processing must be secure and prevent unauthorised access.
- 2.1.6** Automated tools, such as 'RunMyFestival' software, should be employed where practical, to purge or archive information as necessary. Where this is not possible, manual procedures must be used.

### 3 Disposal

- 3.1.1** The purging of data must be carried out in accordance with Data Disposal procedure. See Appendix B.
- 3.1.2** Electronic files shall be deleted in such a way that they cannot be retrieved. For example, deleting an email will result in the email residing in a file marked “deleted items”; it would need to be permanently deleted from this folder.
- 3.1.3** A record of documents destroyed should be kept. This is usually a Destruction Certificate. This record may be necessary for regulatory or legal reasons, e.g. investigations by regulators or litigation. In addition, where electronic storage is selected and originals destroyed, the process should be properly documented to avoid any suggestions that documents have been tampered with.
- 3.1.4** Hard drive media which contains sensitive information must have its data securely deleted before the hard drive is physically destroyed by a reputable third party.
- 3.1.5** Any copies taken of ‘customer’ data (i.e. Festival entrants) must be encrypted and ‘hard’ deleted after its use as per data retention and disposal procedure.
- 3.1.6** Any Job Applicant letter, CVs, references and interview notes for unsuccessful candidates, must be deleted within six months of role being closed / filled. See Appendix A.
- 3.1.7** Email containing personal data must be deleted from all sources once the purpose for using that data has expired. If that purpose no longer exists it must be deleted.
- 3.1.8** Any email containing personal data over 3 years old must be deleted. See Appendix A.
- 3.1.9** Any email related to a terminated contract must be deleted.

## 4 Appendix A Support - Data Retention Schedule

Data Type	Storage	Retention Period
RWB Arts Festival Committee / Personnel records including any health / personal record  Contracts; changes to terms and conditions, financial letters, job descriptions	C: Drive	Remove immediately
	Dropbox	6 years after employment ceases. Otherwise 12 months
CVs / Interview notes	C: Drive	Remove immediately
	Dropbox	6 months  12 months if RWB Arts Festival Chair is still recruiting for that position.
	Paper	Dispose of in confidential waste immediately after use
DBS Clearance forms & photos	C: Drive	Remove immediately
DBS Clearance forms & photos	Dropbox	6 months
DBS Clearance result records	C: Drive	Remove immediately
DBS Clearance result records	Dropbox	12 months
Email*	Outlook	>3years old
<i>*Unless Contractual and still current</i>	Dropbox	>3years old
	C: Drive	Remove immediately

## 5 Appendix B Data Disposal Procedure

### 5.1.1 Data Logging

Identify and log data type

Identify and log filename / data name

Identify and log data source(s)

### 5.1.2 Data disposal approval

Send disposal request to RWB Arts Festival Chair for approval

Once approval has been received data can be deleted / disposed of

### 5.1.3 Disposal method and Date to be recorded

#### 5.1.4 Methods of data disposal:

Paper Records

- Place in secure / confidential waste bin

Outlook / SharePoint / Share Drive e.g. Dropbox

- Email: Delete email
- Documents e.g. CV: Delete each document
- Data files – Delete each data file

C: Drive / Desktop

- Email: Delete email
- Documents e.g. CV: Delete each document
- Data files – Delete each data file



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