

**Privacy Notice
Durham County Council
Culture & Sport
Festivals & Events Team**

1. Who we are and what we do

Who we are

The Culture & Sport Service manages festivals and events through County Durham. To deliver these requires the collection and use of personal data for the purposes of marketing the initiative. We also collect data from traders who apply to be part of our event. For the purposes of Data Protection, Durham County Council is the Data Controller.

What we do

Program, curate, and deliver of Durham Festival of Food & Drink online event.

2. What type of personal information do we collect and how do we collect it?

What type of personal data will we collect

- your name
- your address
- email address

How we collect this information

- via the event website.

3. What is our power to obtain and use the personal data?

Lawful basis to process personal data is outlined in Article 6, of the General Data Processing Regulations:

Lawful Basis (Article 6)

processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract

4. What is your personal information used for?

To take part in the food festival we require the collection and use of personal data in the following context.

- To deliver you the service relating to this event.
- To approve your application to be part of the event
- where you have specifically asked us to send you information relating to the event.

5. Will your personal information be shared?

Information will not be shared without your consent unless there is a legal requirement to do so such as for the prevention or detection of crime or for legal proceedings.

For Trader Applications we will share your information with Channell Events who are contracted by Durham County Council to contact you to agree terms with you to take part in the event.

If you sign up for the newsletter Luna Creative will have access to your data as they design and distribute the newsletter on our behalf.

6. How do we keep your personal information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

7. How long will we keep your personal information?

Our corporate retention guidelines show how long we keep information for different services.

We hold your personal information in relation to the services referenced in section 1 for a maximum period of two years after the event for the purposes of audit and compliance.

For financial details where you have transacted with our services we are obliged to retain information for a period not exceeding seven years from the date the data is captured.

8. Is your personal information processed outside the European Union (EU)?

We do not process your personal information outside the EU.

9. Marketing (if applicable)

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent. We will only market our services to you if you have expressly given us consent to do so via a form or via the website when you made your transaction.

10. What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- to have any inaccuracies corrected
- to have your personal data erased
- to place a restriction on our processing of your data
- to object to processing
- to request your data to be ported (data portability)

If you wish to exercise your information rights, please contact our Data Protection Officer at DPO@durham.gov.uk or alternatively write to:

DPO,
Floor 4 Room 143-148,
Durham County Council
County Hall,
Durham
DH1 5UF

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at dataprotection@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at DPO@durham.gov.uk

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF