

Data Protection Policy

Wells Carnival Ltd Data Protection Policy

Policy Statement

Wells Carnival Ltd is committed to protecting the privacy and personal information of everyone involved in our event, including volunteers, participants, stallholders, sponsors, and members of the public. We will only collect, use, and store personal information where necessary and will comply with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

What Information We Collect

We may collect personal information such as:

- Name
- Address
- Email address
- Telephone number
- Emergency contact details (where appropriate)
- Information provided on volunteer, participant, or stallholder application forms

Why We Collect Information

We collect personal information to:

- Organise and run the carnival
- Communicate with volunteers, participants, stallholders, and sponsors
- Manage bookings and registrations
- Ensure health and safety requirements are met
- Respond to enquiries
- Meet legal or regulatory obligations

How We Use Information

Personal information will only be used for carnival-related purposes and will not be sold or shared with third parties for marketing purposes.

Information may be shared where necessary with:

- Emergency services

- Local authorities
- Service providers supporting the event (where appropriate)

Storage and Security

We will:

- Keep personal information secure
- Restrict access to those who need it for carnival purposes
- Store electronic records using password-protected systems where possible
- Dispose of information securely when it is no longer needed

Retention of Information

Personal information will only be kept for as long as necessary to fulfil the purpose for which it was collected or to meet legal requirements.

Photography and Social Media

Photographs and videos may be taken during the carnival for publicity and promotional purposes. Anyone who does not wish to be photographed should inform a member of the organising committee and/or the official carnival photographer, where practical.

Your Rights

Individuals have the right to:

- Request access to their personal information
- Request correction of inaccurate information
- Request deletion of information where appropriate
- Raise concerns about how their information is being used

Contact

For questions about this policy or how personal information is handled, please contact:

Frances Marshall, Wells Carnival Ltd., secretary

Email: wellscarnival@live.co.uk

Policy Review

This policy will be reviewed annually and updated as necessary.

Approved by: Lucy Wines

Date: 15.06.26

Review Date: 15.06.27