



Personal Data

What we need

For the purposes of this policy, LVS Ascot Music is known as the 'controller' of the personal data you provide to us. We collect only basic personal data about you and the individuals who you enter for the festival, and this does not include any special types of information or location-based information.

The information we request includes:

- Your (parent / teacher completing the entry form) name
- Your (parent / teacher completing the entry form) email address
- The name of the competitor(s)
- An indication of whether the competitor(s) is aged under 18

Why we need it

It is essential we have contact information so that scheduling for the festival weekend can be communicated to you and so that the event can be organised appropriately.

We also display the competitor(s)' name(s) in the programme if you tick the appropriate box on the entry form permitting us to do so. If this box is not ticked the competitor(s) will be identified in the programme using their initials only but the adjudicator and his assistant will be provided with the full name for the certificate and marksheet for presentation to the competitor at the conclusion of the class.

We do not collect any personal data from you that we do not need for the purposes of the administration of the festival.

What we do with it

All the personal data we collect is processed by the festival organiser and ancillary staff for the purpose of reproducing festival literature (e.g. programmes and scheduling lists for the adjudicators). The information is not shared with any third party for any reason whatsoever.

How long we keep it

All personal data held for the purposes of the festival is securely destroyed at the conclusion of the festival with the exception of the following:

- a) You have opted to go onto the mailing list for future music festivals held at LVS Ascot by ticking the appropriate box on the entry form in which case your name and email address will be retained
- b) The competitor(s) you have entered wins a gold medal. In this particular instance, the competitor will be invited via you to perform in a gold medal winners' concert approximately four weeks after the initial festival weekend and all relevant personal data pertaining to this will then be destroyed after the aforementioned concert
- c) Trophy winners' details will be retained until the trophies are returned safely to the festival. As trophy winners are permitted to keep them for 12 months the length of time we retain related information is also 12 months.
- d) If parents give consent for their childrens' images and names to be used on official press releases, the LVS Ascot website and official social media feeds. You will be asked at the festival to complete a permission form relating to this.

What are your rights?

If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact LVS Ascot's Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Our Chief Data Protection Officer can be contacted at DPOs_Group@lvs.ascot.sch.uk