

Who we are

The Baldock Events Forum (BEF), trading name of Baldock Community Forum CIC, is a not for profit community company in Baldock. The BEF has volunteer directors and various volunteers who help coordinate and run events.

The objectives of the BEF are as follows:

- To strengthen the local community, empowering and enabling local groups through the development and, where appropriate, provision of a vibrant programme of events in the town
- To engage our community through all appropriate means, by which we will accurately and effectively assess local need to ensure events are popular and well patronised
- To enlist the support of capable and passionate people from our community to help in the provision of local sporting, cultural, social and arts events
- To work with community members, and organisations to secure aid and assistance from the community in the planning, organisation and running of events
- To secure funds from within the town and externally, in support of our aims

As a company, we hold certain personal information (known as “personal data”) about volunteers and others who assist or attend our events and, where applicable, their dependants and other nominated points of contact. Most of the personal data held and processed by the BEF in running the company will be personal data (in other words, it is information from which you as an individual can be identified).

For legal purposes, the BEF is known as the “data controller”, as we decide the purposes for and the means by which the personal data we hold is processed. The BEF also works with joint data controllers where external third parties are employed to help run events and for administrative purposes of the company.

What information we collect about you

Depending on the circumstances and the stage of your membership, we may hold some or all of the following information about you:

- your name and date of birth
- your address
- your national insurance number
- your gender
- details of your bank account
- details about your dependants and/or other nominated points of contact
- medical and other details about your health
- your email address
- details of your race / ethnicity (this data is not collected directly but may be inferred from data you provide)
- details of sexual orientation (this data is not collected directly but may be inferred from data you provide)
- details of religious / philosophical political beliefs (this data is not collected directly but may be inferred from data you provide)

How we use that information

The BEF has a legitimate interest in holding and processing the above information about you as it is needed for us to properly administer the company for the benefit of the community. We will not collect any personal data from you that we do not need.

Personal data relating to the company is held on paper and on computer systems. As the “data controller”, the Trustee must process this information fairly and lawfully.

As part of running the company, we may also need to hold and process particularly sensitive information about you and/or your dependants and beneficiaries (known as “sensitive personal data”). Under the legislation, details relating to health, racial or ethnic origin, religious or other similar beliefs, sexual orientation and political affiliations are regarded as “sensitive personal data”. Except where the legislation allows it, this information cannot be processed or passed to a third party without your explicit consent.

Who we share it with

We are not allowed to disclose personal data about you to other parties except:

- when required for contractual or legal reasons or other specifically identified purposes; or
- where you have given your consent.

As the BEF needs help from various third parties to properly administer the company, we may share personal data with the following:

- the Balstock Committee or Baldock Festival Committee and any sponsors of events
- the BEF’s professional advisers, including lawyers and accounts
- the third parties who are hold data on external systems for the purpose of administering events
- Any legal/statutory bodies that request us to do so where we are obligated to by law
- the advisers and printers who help us prepare various communications we send to you, such as any newsletters or event notices

How long we keep personal data for

We must keep all personal data safe and only hold it for as long as necessary.

However, we review the personal data held in relation to the BEF on a regular basis. If we conclude that certain personal data is no longer needed, that personal data will generally be destroyed.

Your rights

You have the right to see personal data that is held about you and a right to have a copy provided to you, or someone else on your behalf, in a machine readable (namely, digital) format.

If at any point you believe that the personal data we hold about you is inaccurate/wrong, you can ask to have it corrected.

You can require the BEF to restrict/limit the processing of your personal data in certain circumstances, for example, whilst a complaint about its accuracy is being resolved.

You can object to your personal data being processed, although the BEF can override this objection in specific instances where they have a legitimate interest in processing that information

Where you have given us your consent to processing your personal data, you can withdraw that consent at any time by notifying us (see “Who to contact” below). It may be possible for the BEF to continue processing your personal data where this is justified.

You can request that your personal data is deleted altogether although the BEF can override this request in certain circumstances.

You should be aware that taking any of the above steps could impact on your ability to participate in any events coordinated by the BEF or it’s official partners. It may also inhibit your ability to make claims against the BEF in the future.

Information will generally be provided to you free of charge, although the BEF can charge a reasonable fee in certain circumstances.

Who to contact about your personal data

If you wish to:

- see your personal data or to exercise any of the rights mentioned above
- make a complaint about how we have handled your personal data

Please contact the Events Director by emailing events@baldockeventsforum.org.uk

Making a complaint to the Information Commissioner's Office

If you are not satisfied with our response to any query you raise with us, or you believe we are processing your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner's Office whose helpline number is: 0303 123 1113.

Updates to this notice

This notice is the latest version as at 08 February 2019. This notice will be updated from time to time. You will be able to see the latest version at <http://www.baldockeventsforum.org.uk/>