

PRIVACY NOTICE

WHO WE ARE

Woburn Luxury Gift Fair Committee is a long-standing committee of volunteers raising funds for local charities. The Woburn Luxury Gift Fair Committee is responsible for your personal data.

Enquiries in relation to your personal data should be directed in the first instance to: Mrs Camilla King, 22 Tulip Tree Close, Bromham Bedford MK43 8GH
info@woburnluxurygiftfair.com

WHY WE USE YOUR DATA

Woburn Luxury Gift Fair Committee will use your data to:

- fulfil its *contractual obligations* to manage your attendance at the event. Please note that failure to provide the required personal data may mean we cannot enter into a contract with you;
- fulfil any applicable *legal obligations*;
- maintain a database of contact details, in the *legitimate interest* of the stallholder, so the Committee can contact you about the Woburn Luxury Gift Fair. Any communication sent to you in respect of this will offer you the opportunity to opt-out of this marketing.

HOW WE WILL USE YOUR DATA

Data Sharing

- Personal data is disclosed to third parties where there is a statutory requirement or the disclosure is required by law.
- Personal data can be shared with the charity's legal advisors and insurers as necessary.
- No personal data is shared with the Charity or with Woburn Abbey and Gardens (part of Woburn Enterprises Partnership).

Data Storage

- Data processed by the Woburn Luxury Gift Fair Committee is stored on Dropbox.

How long we keep your personal data

As legally required, event contracts and evidence of payment will be retained for 7 years. Stallholder contact details will be held on our Woburn Luxury Gift Fair Committee – 'Events Stallholders' database until the stallholder requests their contact details removed.

YOUR RIGHTS

- Please let us know if your details change, or they are incorrect and we will update them.
- If you would like us to stop using your personal data and we are not bound to continue to do so legally, we will.
- You are entitled to ask us what personal data of yours we hold via a Subject Access Request.
- You have the right to ask us to stop using your personal data where stopping that processing does not infringe our legal obligations.

We will do everything we can to manage your personal data correctly. However, if we get it wrong you can contact the regulator: www.ico.org.uk or tel: 0303 123 1113.

ADVICE FOR STALLHOLDERS COLLECTING DATA AT THE EVENT

Woburn Luxury Gift Fair Committee is responsible for the personal data provided in relation to this contract. Personal data given to stallholder by individuals attending events is the responsibility of the stallholder. Stallholder should be aware of the legal requirements placed on data controllers, particularly the need for:

- privacy notices to be given to individuals;
- appropriate security measures to be in place to prevent unauthorised or unlawful use of personal data, accidental loss, destruction or damage;
- marketing preferences to be managed and up to date;
- processes to be in place to manage the rights of individuals.

Guidance on the General Data Protection Regulation is available from the UK regulator ico.org.uk