



## Thornbury Arts Festival (Severn Vale Art Trail) Data Policy

The General Data Protection Regulation (GDPR) comes into force on 25<sup>th</sup> May 2018. Severn Vale Art Committee will be as compliant as possible to help protect Artists and prevent the unauthorised use and spread of their personal data.

### Data Collected

Artists' names, addresses, telephone numbers and email addresses. The lawful basis for collection and use of data is through completion of the Severn Vale Art Trail Application Form.

Each year the Application Form collects artists' personal data and by completing the form the artists give their permission to publish their data in the Art Trail Brochure or online on the Severn Vale Art Trail website.

### Purpose

Information is used to:

- Distribute Art Trail Application Forms
- Advise and update artists on the organisation of the Art Trail
- Arrange meetings for artists exhibiting in group venues
- Promote artists and provide their contact details for people visiting Art Trail venues in the Art Trail Brochure or online on the Severn Vale Art Trail website.



Thornbury Arts Festival is the operating name of Thornbury Arts Festival Trust, a company limited by guarantee No. 7246975 [England and Wales].

Registered office: The Coach House, Olveston, Bristol, BS35 4DE.  
Registered charity No. 1143137 [England and Wales]

## Storage

Artists' names, addresses, telephone numbers and email addresses are stored on a database on a password protected laptop used by the Data Controller and Processor i.e. The Severn Vale Art Trail Coordinator.

Electronic copies of completed application forms and accompanying images of artists' work are also saved on the password protected laptop. Paper copies of completed application forms with photographs of artists' work are saved in a locked drawer.

Data, only when necessary to support the organisation of the Art Trail and the production of the Art Trail Brochure or the Severn Vale Art Trail website, is shared with the members of the Art Trail Committee.

Data will be stored for three years from the last time an artist exhibited and then deleted from the database or deleted sooner if requested in writing by an artist. Paper application forms will be destroyed after three years from the last time an artist exhibited or destroyed sooner if requested in writing by an artist.

If an artist wishes to see what data is held or to request destruction of the data then please contact the Arts Trail Coordinator.

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