**Privacy Notice – YSJ Community Festival**

All personal information gathered and held by York St John University is treated with the care and confidentiality required by the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This privacy notice sets out the ways in which York St John collect, use, store and share your data and details the rights you retain in relation to your personal information.

**Who are we?**

For the purposes of processing your personal information in this instance, the data controller is York St John University, Lord Mayor’s Walk, York, YO31 7EX. The University’s Data Protection Officer is the University Secretary and Registrar, York St John University, Lord Mayor’s Walk, York, YO31 7EX, tel: 01904 626027, email: us@yorksj.ac.uk.

**What information do we collect?**

If you book a ticket for the YSJ Community Festival 2024 and consent to share your information with us, we will receive the following information:

* Full name
* Email address
* Emergency contact information

If you book an activity at the YSJ Community Festival 2024 we will also collect:

* Any relevant medical information which you share.

**How do we use your personal information?**

York St John University will process your personal details for the following purposes:

* To book you a place on this event
* To provide you with pre-event information
* To create booking lists for each activity class and to create a delegate list for registration on the day.
* If you have signed up to receive email updates about the latest events hosted and supported by York St John University, you consent to York St John University contacting you with relevant information.

Medical information will only be shared with relevant parties running the activity slots.

**What legal basis do we have for processing your personal data?**

The GDPR requires us to establish a legal basis for processing your information. For the purpose of this privacy notice the processing is covered under GDPR Article 6 (1)(a) where processing is based on consent and the controller shall be able to demonstrate that the data subject has consented to processing of their personal data. You have the right to withdraw your consent at any time and can do so by emailing the University at us@yorksj.ac.uk.

As we are also collecting information relating to health, which the GDPR categorises as special category data, we are required to establish an additional condition for processing the information. For the purpose of this privacy notice the processing is covered under GDPR Article 9 (2)(a) where the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

**When do we share your personal data?**

Your personal data will be shared with relevant staff for the purpose of the smooth running and organisation of this event.

Data will be shared with external partners running the activity sessions. In particular, we will share any medical and emergency contact information you have provided with these providers to ensure your safety at all times. All partners are aware of our Data Protection Policy. Your information will be held for this event only and will not be retained by these external organisations after the event has finished.

**Where do we store and process your personal data?**

Your data will be stored on Eventbrite and then centrally on the University OneDrive and in password protected excel files.

**How do we secure your personal data?**

In order to ensure that the safety and security of such data is maintained, we will:

* protect data against accidental loss
* prevent unauthorised access to, use of, destruction of or disclosure of the data
* ensure business continuity and disaster recovery
* restrict access to personal information
* conduct Privacy Impact Assessments in accordance with the law and University policies
* train staff and contractors on data security
* manage third party risks, through use of contracts and security reviews

**How long do we keep your personal data?**

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for. For this event, all personal data will be kept for the day and then securely disposed of.

**What are your rights in relation to your personal data?**

Under the UK GDPR, you have a right to:

* be kept informed as to how we use your data;
* request a copy of the data we hold about you via a Subject Access Request;
* update, amend or rectify the data we hold about you;
* change your communication preferences;
* ask us to remove your data from our records;
* object to or restrict the processing of your information
* raise a concern or complaint about the way in which your information is being used.

**Any questions or concerns?**

If you have any questions or concerns about the way we are collecting and using your personal data we request that you contact us at York St John University, Lord Mayor’s Walk, York, YO31 7EX, email: us@yorksj.ac.uk, tel: 01904 626027. You also have the right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. Details can be found at: <https://ico.org.uk>.