Data Protection and Cookie Policy at Leicester MusicFest

Data Protection Statement
Leicester MusicFest records, safeguards and uses information that we hold on users when they take part in any of our events. MusicFest is committed to the protection of your privacy through compliance with the Data Protection Act and current best practice.

Legal basis for processing your information
When you sign up to be in a competition or take part in a workshop or masterclass, the information we take from you and subsequently process will be done on the basis of MusicFest's legitimate interest in processing that data because of the relationship established (General Data Protection Regulation Art. 6(1)(f)). We may ask your consent to process any sensitive information, such as medical conditions, and process this information on the basis of that consent (General Data Protection Regulation Art. 6(1)(a)). Remember, you can email us on info@leicestermusicfest.com to change your information or request for removal of certain information from our systems or to ask questions about the way in which we process your information.

How we collect information
In order to take part in any Leicester MusicFest activity, we request that you provide us with basic information that will help us identify you and allow us to help you get the best experience from Leicester MusicFest. We collect this information either:

- Via the web, when you signup and/or pay for an event online
- By phone when you signup and/or pay for an event
- In person from you, when you attend an event at Leicester MusicFest.

The information we collect
We need to be able to identify our participants and staff at the festival.
This requires basic information such as your full name, address and contact details. It might also include more sensitive data such as any medical issues that might affect your requirements, or your bank details for processing payments.

How we use the information
We use your personal information to sign you up to a Leicester MusicFest event; To ensure we meet our safeguarding obligations whilst you are attending MusicFest. We also use photography and film to record and promote Leicester MusicFest - participants are asked for consent for this when signing up. You can email us on info@leicestermusicfest.com to change your information or request for removal from our systems.

If you place first, second, or third in our competition, we will retain your personal information for a period of 18 months from the date of the competition. After this period, we will delete all personal information except for your first name and surname, which will be stored in our archives solely for the purpose of maintaining a historical record of competition winners. This information will be retained indefinitely for archival purposes.

We store up to the first five characters of your postcode, anonymously, long term to demonstrate our reach in funding applications. We never share any of your personal data with third parties. If you consent to our marketing, you may be added to a subscribers list to receive updates about Leicester MusicFest. All non-anonymous data pertaining to an event you have signed up for will be deleted from our databases 6 months after the event. By participating in the competitions, workshops or masterclasses, you consent to the collection, retention, and processing of your personal information as outlined in this policy.

Data Processing and Retention Policy for Dashboard Accounts

When you create a dashboard account with us, your name and email address will be processed by our authentication provider, *Clerk*. For more details on how Clerk handles your personal information, please refer to their privacy policy available here.

By maintaining a dashboard account with us, you agree to the storage of your personal information (including your name and email address) on our database. This information will be retained for the duration of your account's existence. Should you choose to delete your dashboard account at any point in the future, all non-anonymous data associated with your account will be permanently removed from our database. For any questions or concerns regarding your data, please contact us at info@leicestermusicfest.com

Data Processing and Retention Policy for Instrument Donors

When donating an instrument, we will store your details in our database while we process the donation and rehoming. If you opt to hear about the impact of your donation and about how it is enjoyed, we will keep your details on file indefinitely. You can request for your details to be deleted any time.

If you opt to not hear about the impact of your donation, we shall remove your details from our database once the instrument has been successfully rehomed.

If you opt to hear about your donation, you will automatically be added to our VIP list for free tickets to Instrument Rehoming Scheme events and we may

contact you to send VIP invitations. You can unsubscribe this list at any time by emailing info@leicestermusicfest.com with your unsubscribe request.

Data Processing and Retention Policy for Instrument Recipients
When requesting an instrument from Leicester MusicFest, we will store the details you provide until either you request for them to be removed or we provide you with an instrument.
Upon receipt of an instrument, on long-term loan, you thereby agree for your details to be stored for the duration of that instrument loan.
You consent to be added to our VIP list for free tickets to Instrument Rehoming Scheme events and we may contact you to send VIP invitations. You can unsubscribe this list at any time by emailing info@leicestermusicfest.com with your unsubscribe request.

Right of access
You have the right to request permission to see what data we hold on you and how we use this information to process your application. Please email info@leicestermusicfest.com

Social Media Platforms
We frequently use social media platforms to promote Leicester MusicFest. We use photographs of our events only with permission.
We also have a Leicester MusicFest professional photographer to come and take photos; permission will be asked for before any photoshoots. Sometimes staff members may ask to take a photo during or after the event. No photographs or videos are taken without informing those present first. Any photographs used on our sites can be removed if the person wishes. We have Facebook, Instagram and Twitter Leicester MusicFest accounts which provide information about our activities.

Cookie Policy –
Data collected by Wix whilst using www.leicestermusicfest.com

1. What is a Cookie?
A cookie is a small file of letters and numbers downloaded onto your computer when you access certain websites. In general, cookies allow a website to recognise a user's computer.

The most important thing to know about cookies placed by Wix is that they make our website a bit more user-friendly, for example, by remembering site preferences and language settings.

2. Why does Wix use Cookies?
We use these cookies and other similar technologies for a number of purposes, including:

- Keeping you signed in
- Keeping your preferences
- To provide you with the service you chose to receive from us
- Understanding how you use our website
- To monitor and analyze the performance, operation, and effectiveness in order to improve the Wix Platform
- To understand and improve the impact of our marketing campaigns
- For security needs and fraud-protection purposes and in order to identify and prevent cyber-attacks

Cookies that are used by Wix.com should be divided into two types:

- “First-party Cookies” - Cookies that are placed by Wix
- “Third-party Cookies” - Cookies that are placed and used by third-party companies which are Wix’s partners

It is important to note that Wix.com cannot access third-party cookies; nor can other third-party organizations access the data in the cookies we use on our website. Wix doesn't allow third-parties to use the cookies for any purpose other than those described in the next sections.

Duration:
Depending on their function, Cookies may have different durations. There are session cookies and persistent cookies:

- Session cookies only last for your online session. It means that the browser deletes these cookies once you close your browser
- Persistent cookies stay on your device after the browser has been closed and last for the period of time specified in the cookie

Categories:
The cookies used on our website fall into one of four categories:

- Essential Cookies let you move around the website and use essential features like secure and private areas.

- Analytic Cookies let us understand how you use our website (e.g. which pages you visit), to provide statistics on how our website is used, improve the website by identifying any errors, and performance issues.
- Functional cookies are cookies used to remember choices users make to improve their experience (e.g. language).
- Marketing cookies are used to collect information about the impact of our marketing campaigns performed in other websites on users and non-users.

3. Wix Cookies - table:
Please click here to receive information about the type, categories, purpose and duration of cookies placed by Wix and Third-Party Service Providers.

4. Cookies on sites built using Wix Platform
If you want to have more information about cookies that are used on websites built using the Wix platform, click here.

5. Your Choices
You can change your cookie settings below:

Cookie Settings
Essential Cookies
These cookies enable core functionality such as security, network management, and to provide you with access to features such as your profile and purchases, member-only resources, and other areas website. You may disable these these by changing your browser settings, but this may affect how the website functions.

Marketing, Analytics & Other Cookies
We recommend enabling these cookies to give you a more personalised experience. Our site uses tools, such as cookies, to understand how you use services and to improve both your experience and our advertising relevance. You can change your Cookies Settings at any time via our Cookie Policy.

To find out more about cookies, including how to see what cookies have been set and understand how to manage, delete and block them, visit www.aboutcookies.org or www.allaboutcookies.org.

Alternatively, it is also possible to stop your browser from accepting cookies altogether by changing your browser's cookie settings. You can usually find these settings in the "options" or "preferences" menu of your browser.

Please note that deleting our cookies, disabling future cookies or tracking technologies may prevent you from accessing certain areas or features of our Services, or may otherwise adversely affect your user experience.

The following links may be helpful, or you can use the "Help" option in your browser.

Cookie settings in Firefox
Cookie settings in Internet Explorer
Cookie settings in Google Chrome
Cookie settings in Safari (OS X)
Cookie settings in Safari (iOS)
Cookie settings in Android

To opt out from and prevent your data from being used by Google Analytics across all websites, check out the following instructions: https://tools.google.com/dlpage/gaoptout.

We may update this Cookie Policy. We encourage you to periodically review this page for the latest information about cookies set by Wix.com.