

GDPR Policy for Disrupt Disability Arts Festival

GDPR Policy

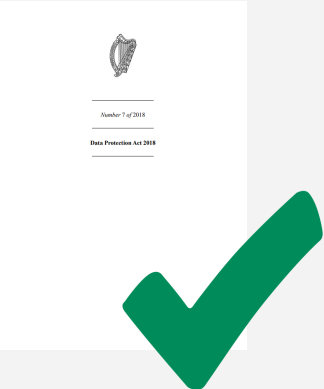
for Disrupt Disability Arts Festival

Easy Read

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Introduction

	This policy tells you how we collect, store, use and protect your personal information.
	GDPR is a law that tells us how we can use and store your personal information. GDPR stands for General Data Protection Regulation
	Personal information is any information that can be directly connected to you. This could include: • Your name, address, email or phone number • A picture of you
	There are a lot of legal terms with GDPR. In this Easy Read we try to keep it simple. If you want you can click here to read the full Disrupt GDPR policy.



We are a small festival team. The things we can do reflects this.



If you want to learn more about your rights under GDPR, [you can click here to visit the Data Protection Commission website.](#)

What are the Principles of Data Protection?



We will always tell you how we are going to use and store your information.



We will only use and store your information in ways that are fair.



We will not collect more information about you than we need.



We will update information to try to be sure the information we have about you is correct.



We will only keep information for as long as is needed.

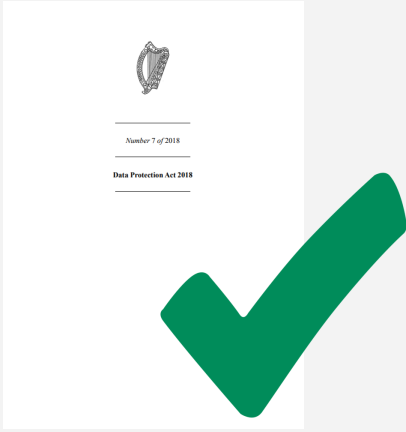


We will take steps to make sure your information is safe and no one can access it without permission.



We can show that we are following these rules.

Why do you collect, store and use my personal information?

	We will only keep and use your information for reasons that are set out in the law.
	We collect your data when you have given us permission. For example, if we ask to take your picture or you voluntarily give us your contact details to get news from the festival.
	Data is collected if we need it to deliver a service. For example, if you buy a ticket to the festival. We may ask your name, email address and phone number.



We may use your personal information to keep you safe if your life or health is in serious danger.

For example, if we know about a medical condition. We can share this information in an emergency situation with first aid workers or medical staff.



We may use your personal information to do work that helps everyone.

For example, use your feedback to improve access services for the festival.



We may use your personal information if we have a good reason to do so, and if it does not harm your rights.

For example we take pictures at events to promote the festival.

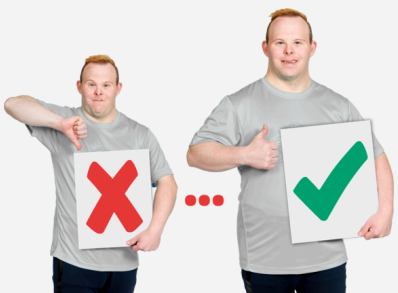
We do not ask everyone in the audience if we can take their picture.

We display signage about this at the festival.

How do you protect my personal information?

	We store your personal information on a secure digital system. We use Google Drive.
	Access to this information is only for people working on the festival.
	Any paper records we might have will be stored in our office which is locked.
	Where needed we use passwords to limit who can access information.

What are my rights?

	You always have rights to your personal information.
	You have the right to have information that is wrong corrected by us.
	You have the right to ask us to delete your information.
	You have the right to ask us not to use your information in ways that you do not want it used.



You can tell us to stop using your personal information.

We must stop unless we have a very strong reason to keep using it.

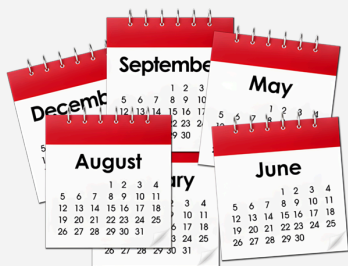


You can ask us to send your personal information to you, or to another organisation.

We will give it to you in a way that is easy to use on a computer.



If you want to do any of the actions explained here you can contact info@disrupt.ie



We will reply to you within one month.

What happens if personal information is lost, stolen, seen, or shared by mistake?

	We will tell the Data Protection Commission (if it's serious).
	We will tell the people affected.
	We will take action to stop it happening again.

How long do you hold information for?

	We have clear lengths of time for different types of information. For example, we might keep images of the festival for a long time and they could be published in reports or online.
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We delete information when we do not need it anymore.

Marketing



You must give us permission to send you festival news and updates.



You can ask us to stop sending you this information and we must stop.



If you don't want to get emails from us anymore, you can click a button that says '**opt out**'.

When you select this, you can tell us to stop sending you emails.

Our responsibility

	We must be able to show how we use your information, including: • What we store and why • How it was collected • Who has access • How it is secured • How long we keep it for • How we delete it
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Contact us For any questions or concerns about this policy or your personal information, please contact info@disruptfestival.ie

Disrupt is dedicated to ensuring your personal data is handled responsibly, securely, and transparently in compliance with GDPR.