

GPDR Policy Disrupt

GDPR Policy for Disrupt Disability Arts Festival

At Disrupt, we are committed to protecting the personal data of our participants, staff, collaborators, and audiences. This policy outlines how we collect, use, store, and protect personal data in compliance with the [General Data Protection Regulation \(GDPR\)](#). Our approach is designed to be simple, effective, and appropriate for the limited resources of a small festival.

You can also [view this Policy as an Easy Read](#).

1. Principles of Data Protection

We adhere to the following principles:

- **Lawfulness, Fairness, and Transparency:** We process data lawfully, fairly, and transparently.
- **Purpose Limitation:** Data is collected only for specified, legitimate purposes.
- **Data Minimisation:** We only collect data that is adequate and relevant to our needs.
- **Accuracy:** We ensure all data is accurate and up to date.
- **Storage Limitation:** Data is retained only as long as necessary
- **Integrity and Confidentiality:** We secure data to prevent unauthorised access, loss, or damage.
- **Accountability:** We document and demonstrate compliance with GDPR.

2. Lawful Reasons for Processing Data

We process personal data based on one or more of the following lawful reasons:

- Consent provided by the individual.
- To fulfill contracts.
- Compliance with legal obligations.
- Protection of vital interests.
- Performance of tasks in the public interest.
- Legitimate interests, provided they do not override individual rights.

3. How We Protect Data

- Data is stored securely on Google Drive or other approved systems with controlled access.
 - Access is restricted to authorised personnel only.
 - Paper records (e.g., incident reports) are stored securely at the company's address.
 - Data is encrypted where appropriate.
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4. Individual Rights

Individuals have the following rights regarding their personal data:

- Right to access.
- Right to rectification.
- Right to erasure (except for archiving purposes in the public interest).
- Right to restrict processing.
- Right to object.
- Right to data portability.

To exercise these rights, please contact us at info@disrupt.ie

Requests will be addressed within one month.

5. Data Breach Procedure

In the event of a data breach:

- We will assess the breach and its impact.
 - Notify affected individuals if required.
 - Report to the Data Protection Commission (DPC) within 72 hours if necessary.
 - Take action to stop it happening again.
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6. Retention and Deletion

We establish clear retention periods for each category of data. Data is deleted securely when no longer required, following GDPR standards.

7. Marketing and Consent

- Consent is required for all marketing communications.
- Individuals can withdraw consent or opt out at any time via a link in emails or contacting us directly.

8. Accountability

We maintain documentation of our data processing activities, including:

- What data we hold and why.
- How it was collected.
- Who has access
- How it is secured.
- Retention periods and disposal methods

Contact us For any questions or concerns about this policy or your personal data, please contact info@disruptfestival.ie

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