

# Privacy Policy (Summary) Effective: August 2025

GROUP	DATA COLLECTED	PURPOSE	LAWFUL BASIS	RETENTION
<b>Volunteers</b>	Name, contact details, emergency contact, availability, role preferences, PVG status (where applicable)	Manage applications, allocate roles, communicate updates, ensure safety, meet safeguarding duties	Legitimate interests, legal obligations, vital interests	Deleted/anonymised within 2 years of volunteering ending
<b>Stall Holders</b>	Business/organisation name, contact details, insurance details, payment records, special requirements	Manage bookings, allocate stalls, comply with safety/insurance, maintain financial records	Contractual necessity, legal obligations, legitimate interests	General data: 2 years; Financial records: 6 years (legal requirement)
<b>Performers</b>	Name, contact details, performance details, technical rider, promotional materials, payment details (if applicable)	Coordinate schedules, manage technical needs, promote performances, process payments	Contractual necessity, legitimate interests, legal obligations	General data: 2 years; Financial records: 6 years; Agreed promotional content may be archived
<b>Photography &amp; Videography</b>	Images/video captured during event	Promotional, archival, press purposes	Legitimate interests (opt-out available)	Until no longer relevant for promotional or archival purposes
<b>Incident Reporting</b>	Name, contact details, incident details	Health & safety, safeguarding, insurance, emergency response	Legal obligations, vital interests	Up to 3 years unless legally required longer
<b>Annual Accounts</b>	Financial transaction details relating to bookings or payments	Legal reporting, transparency, accountability	Legal obligations	6 years (legal requirement)

**Safeguarding Contact:** Jill Savage – Co-Convener & Nominated Safeguarding Person - [jill@fifepride.com](mailto:jill@fifepride.com)  
Holds valid PVG record; oversees safeguarding policy and PVG checks for relevant roles.

**Data Protection & Complaints** For all data protection matters: [info@fifepride.com](mailto:info@fifepride.com)