

Privacy Policy (UK GDPR Compliant)

Effective: August 2025

Fife Pride is committed to protecting the personal data of everyone we work with, including volunteers, stall holders, and performers. We process data lawfully, fairly, and transparently, and only keep it for as long as necessary. This Privacy Policy explains what information we collect for each group, why we collect it, how we use it, how long we keep it, and who to contact about data protection or safeguarding matters.

Data Controller:

Fife Pride, represented by the Co-Conveners:

- Alistair Stewart – Co-Convener – alistair@fifepride.com
- Jill Savage – Co-Convener – jill@fifepride.com

1. Volunteers

1.1 Information We Collect

- Name, address, telephone number, email address
- Next of kin or emergency contact details
- Availability and role preferences
- PVG membership details (only for safeguarding-required roles)

1.2 How We Collect It

Collected directly from you when applying, onboarding, or updating your details. No third-party data sources are used.

1.3 Purpose and Lawful Basis

Used to manage volunteer applications, allocate roles, provide updates, ensure safety, and meet legal or safeguarding duties.

Lawful bases:

- **Legitimate interests** – event coordination and communication
- **Legal obligations** – health and safety, safeguarding
- **Vital interests** – emergency contact purposes

1.4 Safeguarding and PVG

PVG checks are only required for roles involving direct work with under-18s or vulnerable groups, such as Youth Zone volunteering.

1.5 Sharing and Security

Not shared outside Fife Pride without consent or legal requirement. Stored securely with restricted access.

1.6 Retention

Deleted or anonymised **within two years of volunteering ending**, often sooner.

2. Stall Holders

2.1 Information We Collect

- Business/organisation name
- Contact details (name, address, email, phone)
- Public liability insurance details
- Payment records (where applicable)
- Special requirements (e.g., accessibility, power supply)

2.2 How We Collect It

Collected via booking forms, email communications, or payment records.

2.3 Purpose and Lawful Basis

Used to manage bookings, allocate stalls, comply with safety and insurance obligations, and maintain financial records.

Lawful bases:

- **Contractual necessity** – fulfilling booking agreements
- **Legal obligations** – safety and insurance compliance
- **Legitimate interests** – event organisation

2.4 Sharing and Security

No sharing without legal requirement. Data stored securely with restricted access.

2.5 Retention

General stallholder data kept for up to two years; **financial records kept for six years** in line with legal accounting requirements.

3. Performers

3.1 Information We Collect

- Name, contact details, and preferred communication method
- Performance description and technical rider details
- Promotional materials (photos, bios, social media links)
- Fee/payment details (if applicable)

3.2 How We Collect It

Collected when booking is confirmed, via email, booking forms, or written agreement.

3.3 Purpose and Lawful Basis

Used to coordinate schedules, manage technical needs, promote performances, and process payments.

Lawful bases:

- **Contractual necessity** – fulfilling agreements
- **Legitimate interests** – event promotion and coordination
- **Legal obligations** – accounting requirements

3.4 Sharing and Security

Performer names, photos, and agreed descriptions may appear in promotional materials. All other personal data is kept secure and not shared without consent.

3.5 Retention

Performer data retained for up to two years after the event, except for promotional materials that may be archived historically; **financial records kept for six years.**

4. Photography & Filming

Photography and videography may take place during Fife Pride events for promotional, archival, and press purposes. By attending, you grant permission for your image to be captured and used for these purposes, unless you opt out.

If you do not wish to be photographed, you can request a visible opt-out indicator (such as a distinct lanyard) from our team. Photographers are instructed to avoid capturing identifiable images of those with an opt-out indicator.

If your image is taken and later published without your consent, you may request its removal from Fife Pride's social media, website, or other promotional materials, and we will remove it wherever practicable.

5. Incident Reporting

If an incident occurs requiring first aid, safeguarding intervention, or security action, we may record details such as your name, contact information, nature of the incident, and any follow-up actions taken.

This information is processed under **legal obligations** (compliance with health, safety, and safeguarding laws) and **vital interests** (protecting individuals from harm). Records are stored securely and only shared with relevant authorities, insurers, or emergency services. Incident records are **retained for up to three years**, unless legal requirements dictate a longer period.

6. Safeguarding Contact

Our nominated safeguarding person is **Jill Savage, Co-Convenor** of Fife Pride. Jill holds a valid Protecting Vulnerable Groups (PVG) Scheme record, which can be confirmed upon request. She is responsible for overseeing safeguarding policy, ensuring PVG checks are carried out for relevant roles, and acting as the first point of contact for safeguarding concerns.

7. Annual Accounts & Transparency

As a registered charity, Fife Pride is committed to transparency and accountability. Our annual accounts and reports are made publicly available through our own platforms. While some smaller charities may be exempt from publishing full accounts, we choose to share ours openly to promote trust and clarity. Our most recent accounts can be viewed on our official website.

8. Your Rights

Under UK GDPR, you have the right to be informed about how your data is used, to request correction of inaccurate information, to request deletion of data no longer required, and to object to processing in certain cases.

Because Fife Pride does not store personal data beyond necessary operational timeframes, we do not operate a formal subject access request process. You may, however, contact us at any time to check, correct, or delete the data we hold.

9. Complaints

If you have concerns about our handling of personal data, please contact us first so we can address them: **info@fifepride.com**

If you remain dissatisfied, you may contact the UK Information Commissioner's Office (ICO) via **www.ico.org.uk** or by calling **0303 123 1113**.

10. Policy Updates

This policy may be updated to reflect changes in law or operational practice. Significant updates will be posted on our website and communicated to affected individuals directly.