

# CHILDREN'S BOOKFEST

## PRIVACY POLICY

### Introduction

Children's Bookfest (CBF) values your privacy highly. CBF seeks to protect all the information you give it. With that in mind, CBF complies with the Data Protection Act 1998 and the General Data Protection Regulation.

This Privacy Statement sets out CBF's aims in that respect and the rights that you have in relation to your contact with CBF and any personal information you provide.

### Web Site

CBF's website (<http://www.childrensbookfest.com/>) is owned by CBF who decide on its content. CBF may collect and process the following data and personal information about you:

- Personal information that you provide to the CBF. This includes information provided at the time when booking tickets for events or becoming a CBF supporter.
- If you report a problem with CBF's website, you may be asked for information about that problem and a record kept of it.
- If you contact CBF, a record may be kept of any correspondence.
- CBF may ask you to complete surveys that are used for research purposes, although you do not have to respond.
- Information about your visits to CBF's website and the resources that you access.

### How CBF uses this information

CBF will use personal information that you provide lawfully, fairly and in a transparent manner and only for proper, necessary and legitimate purposes in connection with CBF's activities.

CBF does not share your personal information with any other organisations for their own marketing.

CBF may use your personal information to provide you with information about services which you have requested and information which CBF believes may be of interest to you about CBF.

### Accuracy, inaccuracy, erasure and unsubscribing

Every email CBF sends to those on the mailing list contains a link to enable you to unsubscribe or to change your details.

CBF will use reasonable endeavours to see that the personal information collected is accurate and kept up to date. Where CBF knows it to be inaccurate, it will correct it (if CBF has the correct information). You can tell CBF of any inaccuracy (and give the correct information) in relation to your personal data by contacting CBF at [hello@childrensbookfest.org](mailto:hello@childrensbookfest.org) and CBF will ensure that it is corrected. You can also request that personal information CBF holds be erased. In each case, CBF will take action without unreasonable delay.

### Access requests

You are entitled to ask CBF to provide you with a copy of any personal information relating to you by requesting it by use of the contact form referred to above with sufficient detail that CBF can understand who you are and what you are requesting. On receipt of that request, CBF will, unless the request is manifestly unfounded or excessive, respond within one month giving you the personal information you have requested.

### Period of storage of personal information

CBF will store personal information for the following periods:

\* Mailing list: until you unsubscribe from the list or advise CBF that you wish your personal information to be erased or the email address that you gave no longer works. This is to maintain contact with you to give you information about CBF.

\* Personal information in relation to ticket purchases will be retained year on year to assist you in purchasing future tickets unless you have requested erasure of the personal data.

### **Security of personal information**

CBF stores personal data with appropriate security to protect it as best it can from unauthorised or unlawful processing or loss, destruction or damage.

### **Third Party Cookies**

CBF uses third parties to either provide additional functionality on its website (such as Facebook, Instagram and Twitter buttons) and may track users anonymously (such as Google Analytics) to report back to CBF information needed to continue to provide the website and events programme. Some of these services will set cookies in the process, but many use these cookies for their own purposes. CBF does not have direct control over third party websites or cookies.

### **Changes to this privacy statement**

Any changes made to this privacy policy will be posted on this page of the website and, where appropriate, notified to you by email.

### **Questions**

If you have any questions about this Statement, please contact CBF by emailing [hello@childrensbookfest.org](mailto:hello@childrensbookfest.org)

**CBF reserves the right to make alterations to this policy from time to time.**

**Approved and adopted by the trustees of Children's Bookfest  
February 2022**

**This policy was reviewed and updated by the trustees of Children's Bookfest  
May 2023**