

## B-SIDE Privacy and Data Protection Policy

**\*\*Effective Date:\*\*** June 2025

**\*\*Review Date:\*\*** June 2026

### 1. Introduction

B-SIDE is committed to protecting the privacy and security of personal data. We collect, store, and process personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy explains how B-SIDE uses and protects your personal data, and your rights regarding that data.

### 2. Scope

This policy applies to:

- Employees, freelancers, and volunteers
- Artists and collaborators
- Audience members and participants
- Supporters and donors
- Website and newsletter users
- Anyone whose data we process

### 3. Data Protection Principles

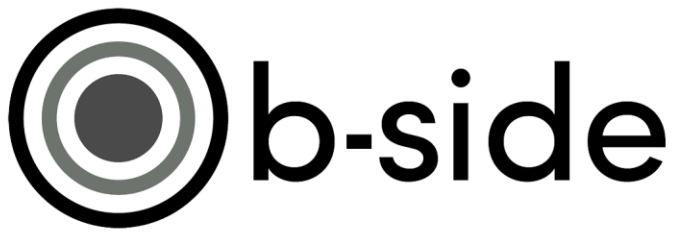
B-SIDE complies with the following principles of data protection law. Personal data will be:

- Processed lawfully, fairly, and transparently
- Collected for specified, explicit, and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Kept for no longer than necessary
- Processed securely to maintain integrity and confidentiality

### 4. Legal Basis for Processing

We will only process personal data where we have a lawful basis under Article 6 of the UK GDPR. These include:

- Consent (e.g. newsletter subscriptions)
- Contractual necessity (e.g. employment contracts, artist agreements)
- Legal obligations (e.g. payroll, tax)



- Legitimate interests (e.g. audience analysis for programme planning)
- Vital interests (e.g. emergency contact information)
- Public task (if applicable for publicly funded work)

Where we process special category data (e.g. health information, ethnicity), we do so under Article 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018.

## **5. Types of Data We Collect**

Depending on your relationship with us, we may collect the following types of data:

- Name, contact details, date of birth
- CVs, employment or volunteer history
- Demographic information (e.g. gender, disability, ethnicity – optional)
- Payment and bank details (for payroll or artist fees)
- Images, video or audio recordings (with consent)
- Website analytics (cookies, IP address – see Section 10)
- Emergency contact or access requirements

## **6. Data Sharing and Third Parties**

We will only share your data when necessary and with appropriate safeguards. This may include:

- HMRC, pensions and payroll providers
- Funders and auditors (anonymised or aggregated unless consent is given)
- IT providers and cloud storage services
- Event ticketing platforms
- Freelance contractors working on our behalf

We never sell or rent your personal data to third parties.

## **7. Data Retention**

We retain personal data only for as long as is necessary for the purpose for which it was collected. Retention periods are based on legal, financial and operational requirements.

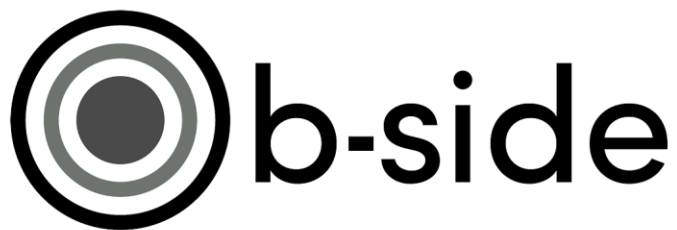
Examples:

- Payroll and HR records: 6 years
- Project participation data: 3–5 years
- Mailing list data: Until unsubscribed

## **8. Your Rights**

Under the UK GDPR, you have the following rights:

- Right to be informed
- Right of access to your data



- Right to rectification
- Right to erasure ("right to be forgotten")
- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relation to automated decision making and profiling (B-SIDE does not use automated decision making)

To exercise any of these rights, contact us at: [rocca@b-side.org.uk](mailto:rocca@b-side.org.uk)

If you are not satisfied with our response, you have the right to complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk> / Tel: 0303 123 1113

## 9. Data Security

We use appropriate technical and organisational security measures to protect personal data, including:

- Password-protected systems and access controls
- Staff and volunteer data protection training
- Secure storage of physical records
- Regular backups and security updates

## 10. Cookies and Website Data

Our website uses cookies to improve your experience and analyse usage. You can control cookie settings via your browser. For more details, see our Cookies Notice at: [Cookie Policy \(UK\) - B-Side Arts Festival](#)

## 11. Children and Vulnerable Individuals

Where we collect personal data from children or vulnerable adults, we take extra precautions. We only collect data with appropriate consent and in line with safeguarding best practices.

## 12. Changes to This Policy

We may update this policy from time to time. The latest version will always be available at: [Privacy Policy - B-Side Arts Festival](#)

## Contact Us

If you have any questions or concerns about this policy or how we handle your data, please contact:

Data Protection Lead: Sandy Kirkby, [sandy@b-side.org.uk](mailto:sandy@b-side.org.uk)