

# Privacy Notice: The University of Manchester Community Festival

## 1. Introduction

This notice provides information about the use of personal information provided as part of your registration to events/activities for [The University of Manchester Community Festival](#).

## 2. What is personal data (also known as personal information)?

Personal information means any information which relates to or identifies you as an individual and includes opinions about you or information which may not explicitly identify you (e.g. where your name has been removed) but which nevertheless does identify you if it is combined with other information that is readily available.

## 3. How does this notice relate to other information about data protection?

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you, depending on your relationship with the University. Other notices are available here:

<https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/>

## 4. Who will process my personal information?

This notice explains how the University of Manchester will hold and process your personal information. Your personal information will only be used by the University of Manchester staff including our cultural institutions Manchester Museum and the Whitworth for the purpose of the Community Festival.

## 5. What personal information will you process?

For the purposes of the Community Festival the University needs to collect, maintain and use personal data relating to or about you. This may include:

- Name
- Contact details such as email addresses
- School/College contact details such as name of school, email addresses

## 6. What is the purpose of the processing under data protection law? [legal basis]

We will only use your personal information when the law allows us to do so by providing us with a legal basis or valid condition. Most commonly, we will use your personal information in the following circumstances:

- Enabling your participation in events or programmes for the Community Festival.
- Conducting evaluation of your experience of the Community Festival.

We will seek your consent to send you additional promotional information about other University of Manchester events and you can choose to change your preferences at any time.

## 7. Can you provide examples of processing?

- To contact you to confirm your participation/allocated place at a Community Festival event or notify you if there are any changes to the event you have registered for.
- To contact you to invite you to provide feedback on your participation in a Community Festival event.

## 8. Who will my personal information be shared with?

Your personal information will only be shared with relevant University of Manchester staff for the purposes of supporting the events or initiatives you are involved.

**9. How long is my information kept?**

We will only retain the personal information gathered from form for 6 months. This will enable us to conduct evaluation of your experience of the Community Festival.

**10. What are my rights in connection with my personal information?**

You can find out more about your rights and who to contact here:

<https://www.manchester.ac.uk/discover/privacy-information/data-protection/>

**11. Are changes made to this notice?**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

This Notice was last update in May 2021.