

Privacy Notice: Festivals & Events (BRASS)

This Privacy Notice explains how we use and share information. We will review and update this privacy notice to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

1. Who we are and what we do?

The Culture & Sport Service manages festivals and events through County Durham. To deliver these requires the collection and use of personal data for the purposes of marketing the initiative. We also collect data from participants who apply to be part of our events. We programme, curate, and deliver the Durham BRASS Festival.

For the purposes of Data Protection, Durham County Council is the Data Controller.

2. What type of personal information do we collect and how do we collect it?

'Personal data' means any information relating to an identified or identifiable natural person.

We will collect:

- your name
- your address
- your email address

In addition, where we require artists to apply for inclusion in the event, we will capture details of past experience and suitability for the opportunity being offered along with where the artist is based. We collect this information via our website; [Durham BRASS 2025 – Brassed On](#)

3. What is our lawful basis to obtain and use your personal information?

Lawful basis to process personal data is outlined in Article 6, of the General Data Processing Regulations:

- Processing is necessary for the performance of a **contract** to which the data subject is party or to take steps at the request of the data subject prior to entering a contract

4. What is your personal information used for?

For artists to take part in BRASS we require the collection and use of personal data in the following context.

- To deliver you the service relating to this event.
- To approve your application to be part of the event
- Where you have specifically asked us to send you information relating to the event.

5. Will your personal information be shared?

Information will not be shared without your consent unless there is a legal requirement to do so such as for the prevention or detection of crime or for legal proceedings.

For artist applications from potential participants, we may share your information with Attitude Is Everything who are contracted by Durham County Council to help us assess applications and assist with event delivery.

6. How do we keep your information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

7. How long will we keep your personal information?

After we deliver a service to you, we must keep your information as a business record of what was delivered. The type of service you receive will determine how long we must keep your information.

Our corporate retention guidelines show how long we keep information for different services.

We hold your personal information in relation to the services referenced in section 1 for a maximum period of two years after the event for the purposes of audit and compliance.

For financial details where you have transacted with our services, we are obliged to retain information for a period not exceeding seven years from the date the data is captured.

8. Personal information processed outside of the European Union (EU)?

We do not process your personal data outside of the EU

9. Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

10. What are your information rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply online or download an application form from the [DCC website](#) or you can contact the data protection team at inforights@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

11. Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Information Governance Team at inforights@durham.gov.uk or write to:

DPO
Chief Executives Services
Council Offices
Green Lane
Spennymoor
County Durham
United Kingdom
DL16 6JQ

If we have not been able to deal with your query, you can also contact the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545 745