

General Privacy Principle

Plumstead Make Merry is a small, not-for-profit community organisation which organises and delivers an annual community event on Plumstead Common. This inclusive event aims to engage and bring together residents and local businesses in a spirit of fun and goodwill.

Plumstead Make Merry is committed to safeguarding your privacy. This privacy policy helps you understand what personal data we collect about you, how we will use this information and for what purpose.

We believe personal privacy is a fundamental right. We are committed to clear, open and accessible privacy policies.

Our privacy policy is based on the principle that the information we collect from you is necessary for our legitimate purposes and has been provided by you voluntarily. We believe the information we collect is fair for the purposes collected and does not adversely impact your rights. Our legitimate interests include promotion of our purposes, administration and operational management (responding to enquiries, giving information you have requested, events management, administration of our resources), and liaising with third parties (working with partner organisations and local government to deliver a safe and effective event).

We will not wilfully disclose personally identifiable information about you to third-parties unless such disclosure is necessary in order to meet a legal or regulatory obligation or is necessary for the safe and effective running of the Plumstead Make Merry.

1. Collection, Use and Disclosure of Personal Information

- Plumstead Make Merry may collect personally identifiable contact information during the application process for becoming a stall holder, a provider of food or entertainment services, and when making an application to become a volunteer.
- We may also collect personally identifiable information when you contact us by email, or message us on social media platforms, such as Facebook and Twitter.
- This information includes details such as name, address, telephone number and email address.
- In some cases, we may also include your vehicle license plate number (but only where this is required for necessary operational reasons). The personal information we collect may change from time to time but will only ever collect information you have volunteered.
- If you are making an application to run a food stall, we may also collect information related to this application, such as hygiene certificates, where this information is required for licensing or safety reasons.

- We may also collect photographs from you to help promote the Plumstead Make Merry, both before, during and after the event. We will only collect and publish photographs where you have given voluntary consent for us to do so for this purpose.
- Where you have given separate permission, we may also use the contact information you provide to keep you informed about the Plumstead Make Merry or send promotional materials about our annual event. This information is not sent to you unless you have given separate permission and you must actively request to receive this. This request is usually made during your application but may be at any time.
- We may also use the contact information you have provided to communicate with you about your involvement in the Plumstead Make Merry. This includes for operational and financial matters (such as asking and providing information about your stall, performance and payments). As these are necessary to ensure the safe and effective running of the Plumstead Make Merry you will receive these communications even when you have opted not to receive promotional emails. These communications are not promotional and will be limited to discussions strictly necessary to run a safe and effective event.
- We will not disclose your information unless doing so is necessary in order for us to run a safe and effective Plumstead Make Merry.
- We may share your personal information with Royal Borough of Greenwich Council where we are required to do so in order to satisfy regulatory or related requirements of licensing and operation. We may also share your personal details with law enforcement where we receive a lawful request from the police or equivalent authority, and we have clear obligations to comply to satisfy legal obligations or to otherwise act responsibly to provide a safe and effective Plumstead Make Merry.

2. Demographic Information

- The Plumstead Make Merry does not collect demographic or profile information, such as preferences, age, interests or employer.

3. IP Addresses and Cookies

- Plumstead Make Merry does not track your domain name or IP address. Plumstead Make Merry also does not create specific “Cookies.”
- Cookies may be used by our webhosting service. Details of their separate privacy policy can be found here: <https://automattic.com/cookies/>

4. Opt-in and Opt-out

- Plumstead Make Merry will never assume acceptance to receive promotional material and will only send promotional material you have voluntarily and actively requested.

- Every electronic promotional communication sent by Plumstead Make Merry will include instructions on how to be removed your contact details from our lists and prevent your receiving future mailings.

5. Consent

- By making an application to become a stall holder, provide food or entertainment services, or volunteer to help in our operational activities you are consenting to our collecting and using your personal information for these purposes. You have the right to withdraw your consent at any time, but this will mean we will not be able to process your application.
- If our privacy policy changes in the future, we will put the new privacy policy on this page. Any future changes to our privacy policy will not change how we use the present data you enter.

6. Files You Provide Us

- When you provide content for our event, including our website, we store, process and transmit your content (such as your photos and application forms) and information related to your content (such as name). We process and store such files and information in order to provide and promote an effective Plumstead Make Merry.

7. Data Retention

- We'll only use and process your information for as long as necessary to provide a safe and effective Plumstead Make Merry and to provide you with on-going promotional material where you have requested it.
- We may retain some information in order to comply with the law, protect our rights, resolve disputes or enforce our agreements, which you will be informed about should this be necessary.

8. Sensitive Personal Information

- We must receive your explicit permission before we can process sensitive personal information about you, such as information on your racial origin, political beliefs, trade union membership, medical data and sexual life.
- If you wish to access any information about you please email the address provided below.

9. Data Retention

- We'll retain your personal information for as long as we need it to run a safe and effective Plumstead Make Merry. You can ask for your personal information to be deleted at any time by contacting us via info@plumsteadmakemerry.co.uk.

10. Your Rights

- You have a number of rights under data protection legislation. These include:

Right of access

You have the right to know what information we hold about you and to ask, in writing, to see your records. We will provide you with details of the records we hold as soon as possible and at latest within one month, unless the request is complex. We may require proof of identity before we are able to release the data. Please use the details in the “Contact us” section below if you would like to exercise this right.

Right to be informed

You have the right to be informed how your personal data will be used. This policy as well as any additional information or notice that is provided to you either at the time you provided your details, or otherwise, is intended to provide you with this information.

Right to withdraw consent

Where we process your data on the basis of your consent (for example, to send you marketing texts or e-mails) you can withdraw that consent at any time. To do this, or to discuss this right further with us, please contact us using the details in the “Contact us” section below.

Right to object

You also have a right to object to us processing data where we are relying on it being within our legitimate interests to do so (for example, to send you direct marketing by post). To do this, or to discuss this right further with us, please contact us using the details in the “Contact us” section below.

Right to restrict processing

In certain situations you have the right to ask for processing of your personal data to be restricted because there is some disagreement about its accuracy or legitimate usage.

Right of erasure

In some cases, you have the right to be forgotten (i.e. to have your personal data deleted from our database). Where you have requested that we do not send you marketing materials we will need to keep some limited information in order to ensure that you are not contacted in the future.

Right of rectification

If you believe our records are inaccurate you have the right to ask for those records concerning you to be updated. To update your records please get in touch with us using the details in the below.

Right to data portability

Where we are processing your personal data because you have given us your consent to do so, you have the right to request that the data is transferred from one service provider to another.

Complaints

If you are unhappy with the way in which we have handled your personal information please contact us using the details below. You are also entitled to make a complaint to the Information Commissioner's Office - <https://ico.org.uk/> or seek judicial remedy.

11. How to contact us about your information, this policy or to make a complaint

- Please e-mail info@plumsteadmakemerry.co.uk