

# GENERAL DATA PRIVACY NOTICE

## Rowlands Castle Village Fair

The Rowlands Castle Village Fair (RCVF) committee have successfully operated a traditional village fair for more than 20 years. While organising this event we receive and use personal data about stallholders, exhibitors, prize winners and others in attendance at the fair. We are required to provide you with information about how we will use the data and your rights in respect of that data.

## The Data Controller

The RCVF Committee is the “Data Controller” in respect of personal data that is supplied to us. We can be contacted by email at [enquiries@rcvf.org.uk](mailto:enquiries@rcvf.org.uk) or by post c/o Steven Johnston, Office 2, First floor, 11 The Green, Rowlands Castle, PO9 6BW.

If you have any questions about this privacy notice or how we handle your personal information, please contact us.

## The Legal Basis for the Processing

The information that we collect will be used for the following purposes:

Purpose of the Processing	The Legal Basis for the Processing
To enable us to contact you and update you, from time to time, as to the activities of the RCVF, the date of the event, the method of booking, invoicing, etc..	This information is necessary to ensure that participants are kept informed.
We will keep email addresses, other contact details and insurance documentation of stall holders and other participants for a period of 6 years.	The retention of the information is in our legitimate interests because we may need to refer to it if any question should arise about the conduct of RCVF and to keep regular participants up to date.

## Recipients of Your Personal Data

We do not disclose your personal data to anyone other than RCVF Committee members

## Consent

If we ask for your consent to use your personal data, you may withdraw your consent at any time by contacting us at the postal address or the email address.

The withdrawal of consent does not affect the processing of any data that has already taken place.

## How Long Will Your Data be Kept?

We will keep the records of your personal data for a period of 6 years, at which point they will be destroyed.

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are processing it lawfully.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us.

If you are dissatisfied with the way in which we have dealt with your personal data, you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Rowlands Castle Village Fair Committee

Last update: 19<sup>th</sup> June 2026