



## StAnza Privacy Notice

Here at StAnza we take your privacy seriously and will only use personal data you provide to us as indicated below, where we set out what personal data we hold, or do not hold, why we hold it and what we do with it.

**1. Members of the public who are interested in StAnza or in attending or participating in one of our events or projects, or who have attended or participated in one of our projects:**

- (a) The Byre Theatre box office do not share with us the data you have given them when booking for StAnza events, except where you have asked to be on the waiting list for a sold-out event which takes place in a non-Byre Theatre venue, in which case they will provide us with your name on a list in order that we can prioritise your entitlement to any tickets which are returned.
- (b) If your name and address are on our postal mailing list, once a year we will post out to you a StAnza festival brochure with a third-party poetry competition leaflet. We will not share this list with anyone outside the organisation or use it for any other purpose. If you ask to be removed from this list, we will delete your name and address from the list.
- (c) If you have emailed to ask to be added to our postal mailing list, your email will remain in our system as a record of this. We will not use the information in your email for any other purpose.
- (d) If your email address is on our e-list, we will send you StAnza e-newsletters with information about StAnza, festival programming, priority booking options and occasional third-party information about some poetry or arts events. We will not share your email address with anyone. If you have emailed us direct asking to be added to the list, we will retain the email as a record of this. If you ask to unsubscribe from this list, we will remove your email address from the list. We will then delete the email requesting this.
- (e) If you have emailed us asking for information about a StAnza event, or to book a place at an event, we will retain such email exchanges with you and names of those who have booked a place for such events will be on lists for such events, but we will not use your personal data provided in this way for any other purpose.

**2. Poets and other artists in any artform, writers, academics or others with whom we have approached, whom we are negotiating, or have contracted, to take part in a StAnza event or project, or who previous took part in a StAnza event or project:**

- (a) We will ask for your name, address, email address and telephone numbers for the purposes of our contract with you and delivery of the festival, including your name on event and similar schedules and your phone number in our festival contacts list held by the Festival Desk and the StAnza director's team. We will not share any of this data with third parties or partners except for the purposes of our event organisation and delivery, including in so far as required with providers of accommodation,

travel, technical and staging support. This includes those taking part in partnership events whose data has been provided to us by the partner(s). We may retain some or all of this data post-festival for at least seven years for the purposes of our accounting to Companies House, OSCR and our funders.

- (b) If you are coming to the festival overseas and we require to apply for a Sponsor Certificate for you, we will request information from your passport. We will retain this on our system in terms of our obligations to UK Government, but we will not share this with any third parties.
- (c) We will ask for further data on bank details, national insurance number where appropriate, etc. for the purposes of paying you any fees and expenses due to you as previously agreed. We will retain this data after payment for accounting purposes for at least seven years. We will not share it, or data in it, with anyone except our accountants or, if requested by them in connection with our accounting to Companies House or OSCR or our funders.
- (a) We will ask you for your professional name, biographical and bibliographical information, publicity photographs and similar, and also contact email address and telephone numbers, for the purposes of listing, marketing and promoting the StAnza event or project in which you take part. We will share this data with our box office providers, with the festival booksellers and with broadcast, press, digital and other media contacts. We will also share your name, biographical and bibliographical information and publicity photographs on our website and various social media platforms, and via third parties whom we wish to promote the event(s). We may share on our website, social media, through emails, etc. links to your own or other websites which hold contact information for you, but we will not otherwise share your contact information. We will archive all this information for our records and, in respect of the information shared with the public, on the archive section of our website. If you ask us later to delete or amend any archived material, we shall do so insofar as is possible. We will not share your contact details with any third parties without first seeking your consent. However, we may use the contact information to contact you at a later date if we wish to discuss a further event or project with you. On occasion we are asked to recommend poets and other artists for third party projects. Even if we so recommend you, we will not pass on your contact details without your consent.
- (b) StAnza has policies on equality, diversity and access implemented and monitored across the organisation. We collate and retain some data on protected characteristics in terms of Equalities and Human Rights legislation for such purposes. We only share this with funders, if so requested by them and as anonymised data.

**3. Persons contracted by StAnza on a freelance basis to work on StAnza events, projects, including programming, marketing and delivery, or approached to discuss the possibilities of this:**

- (a) StAnza will request and hold personal data for our record, and for the purposes of administration and delivery of StAnza events, projects and governance. We will retain this on our system for at least seven years for our accounting to Companies House, OSCR and our funders. We will not share this with third parties without your consent, except if requested to provide a reference for you.
- (b) StAnza has policies on equality, diversity and access implemented and monitored across the organisation. We collate and retain some data on protected characteristics in terms of Equalities and Human Rights legislation for such purposes. We only share this with funders, if so requested by them and as anonymised data.

**4. Poets and other artists in any artform, writers, academics or others who have sent in a submission asking to be considered for a future StAnza event or project, or on whose behalf third parties such as publishers or agents have sent us information and/or material, or anyone contacting us regarding a possible submission:**

- (a) Please note that as we plan in advance and to themes, we retain information on poets and others whom we may wish to consider for future events or projects. On occasion we are asked to recommend poets and other artists for third party projects. We may share on our website, social media, through emails, etc. links to your own or other websites which hold contact information for you, but we will not otherwise share your contact information.
- (b) We will ask you to confirm in the initial email, other digital or non-digital communication that you have read our Privacy Statement and that you consent to us (i) holding such data as you have provided, (ii) sharing it across the organisation, (iii) and discussing it.
- (c) Henceforth, if such confirmation and consent is not contained in any initial contact email or other communication, it will be deleted without response, other than to refer you to our Privacy Notice. Our email to you to this effect may remain in our system.

**5. StAnza Members and Volunteers:**

- (a) We will ask you for your name and contact email and telephone numbers, and if you are a member also your address, all for the purposes of festival, event, project and organisational matters. Your email and telephone numbers may be shared across the organisation and on event and other schedules, rotas, guidance notes, etc. prepared for organisational purposes. We will not use this data for any other purpose without previously obtaining your consent. We will retain some or all of this data on our system for the purposes of reporting to our funders and, if ever requested, to Companies House and OSCR.
- (b) In turn, we will ask you to agree not to use any personal data held by StAnza to which you have access except for StAnza purposes and not to share any such data with anyone else.
- (c) StAnza has policies on equality, diversity and access implemented and monitored across the organisation. We collate and retain some data on protected characteristics in terms of Equalities and Human Rights legislation for such purposes. We only share this with funders, if so requested by them and as anonymised data.

**6. Funders, sponsors, supporters and donors:**

- (a) StAnza holds personal data on funders, sponsors, supporters and donors, past and present, and also on possible future funders, sponsors, supporters or donors. We may retain this data for at least seven years for accounting purposes to Companies House, OSCR and the funders, sponsors, supporters and donors themselves. We may share with third-parties links to any information in the public domain on such funders, sponsors or supporters, but will not share any private contact data without consent. We will not share data on donors except with your consent.

**7. /**

## **7. Third Parties:**

- (a) StAnza holds personal data on organisations and individuals with whom we have worked, or are working, in partnership on events or projects, or whose services we have used or considered. We will retain such data in connection with accounting purposes to Companies House, OSCR and funders. We may recommend you to others but will only share any data which is already in the public domain or with your consent.
  
- (b) StAnza will use email address to invite third parties with legitimate interests in StAnza, poetry, the arts and cultural tourism in Fife and Scotland, or in any particular festival theme or focus, to attend festival preview and launch events.

Under our legal name of StAnza, Scotland's Poetry Festival, we are a registered Scottish charity No. SC 031789 and a private company limited by guarantee and registered under the Companies Acts. No. SC253342. Our mission is to bring together poets and audiences from around the world to discover and celebrate, in innovative ways, the richness of poetry.

If you wish further information about StAnza's Privacy Policy or why or how we hold data, please email [stanza@stanzapoetry.org](mailto:stanza@stanzapoetry.org).