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# EVENT PARTICIPATION PRIVACY NOTICE

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Approved at Full Council - March 2026



To be reviewed March 2027

## Event Participation Privacy Notice

### Why we collect your data

To manage participation in council events, ensure health and safety, and provide updates about the event.

### What data we collect

- Name and contact details
- Emergency contact details (if relevant)

### Lawful basis

- **Public task** – to run council events safely
- **Consent** – for emergency contacts or photos used in publicity

### Who we share with

Data may be shared with emergency services if required during the event.

### Retention

Event records are kept for 12 months unless required longer for insurance or accident reporting.

### The Legal References

- UK GDPR Article 13: Where personal data is collected directly from the individual, the council must provide privacy information *at the time of collection*.
- UK GDPR Article 14: Where data is obtained from someone else, the same information must be provided *within a reasonable period*.
- Data Protection Act 2018, Section 44(1): Reinforces that controllers must meet the “right to be informed” under Articles 13 and 14.

The regulator (the Information Commissioner’s Office) says plainly:

“You must provide people with information about how you use their data. We call this ‘privacy information’. You do this through a **privacy notice**.” (ICO Guidance: *Right to be informed*).

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- You can contact the Information Commissioners Office on 0303 123 113  
<https://ico.org.uk/make-a-complaint/>
  - ICO Registration Reference: Z7467247
  - Organisation Name: Tetbury Town Council
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