

# Crab and Lobster Festival

Crab and Lobster Festival LTD

Company No: 08050186



22<sup>nd</sup> May 2018

Crab and Lobster Festival Ltd, are committed to maintaining the trust and confidence of our visitors to our Festival and Auction day, including the Crab Competition. In particular, we want you to know that Crab and Lobster Festival Ltd is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. In this Privacy Notice, we've provided lots of detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

As part of the various activities hosted by the Crab and Lobster Festival Ltd, we will only collect your personal data for the purpose of the event in question. Below is a summary of how each of our hosted events uses and stores your personal data.

## Stalls

The **Stalls Administrator** will need your full name, your trading name, contact telephone number, business correspondence address, and details of your public liability insurance, equipment testing notices, food hygiene and public health certifications.

This information is collected from an application form that is either sent in or emailed into the stalls email address. Your name, email address and business name is kept on file for one calendar year after the end of the Auction in August. Reminder emails for the following year's festival and auction day are sent out in November, January and then in April. If you do not wish to return to the festival this data will be deleted from our system and you will no longer be on our mailing lists. All hard copies of applications including relevant documentations submitted alongside application are kept for 5 years, in accordance with our insurance policy in case of legal action. After this time your data will be destroyed.

Your information **will only** be shared with the security team, Environmental Health and other government agencies requesting documentation during the events and other relevant members of the stalls team.

## Crabbing Competition

The **Crabbing Competition Registration Team** will need your full name, age and contact telephone number.

This information is collected from a registration form on the day of the competition. Only the winning teams or individuals will have their information kept, with the aim of organising the return of the trophy ready for the new competition. Once the trophy/s are returned your data will be destroyed.

Your information **will only** be shared with the security team, and other relevant members of the crabbing competition team.

## Art Trail

The **Art Trail Administrator** will need your full name, your trading name or sponsor name, contact telephone number, business correspondence address, and details of your artist.

Cromer and Sheringham Crab & Lobster Festival Ltd  
West Bracken  
Mundesley Rd, Trimingham  
Norfolk, NR11 8ED

Email: [enquires@crabandlobsterfestival.co.uk](mailto:enquires@crabandlobsterfestival.co.uk)

Web: [www.crabandlobsterfestival.co.uk](http://www.crabandlobsterfestival.co.uk)

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This information is collected from an application form that is either sent in or emailed into the art trail email address. Your name, email address and business name is kept on file for one calendar year after the end of the Auction in August. Reminder emails for the following year's art trail are sent out during the months leading up to the start of the trail in May. If you do not wish to participate in the art trail, this data will be deleted from our system and you will no longer be on our mailing lists. All hard copies of applications including relevant documentations submitted alongside application are destroyed after the auction in August of each year.

The only information we share with the public is the following; Sponsors name, display location and artist name. This information is shared as part of the art trail, and without it, you would not be able to participate in the art trail.

## **Art Trail Participants Games**

The **Art Trail Administrator** will need your full name, age and contact telephone number.

This information is collected from a registration form that can be found in venues that are participating in the art trail. Only the winners of the game will have their details kept on file. This is for the sole purpose of inviting them to a prize ceremony to award prizes for different age categories. All other entries will be destroyed within one working week of the auction.

Your information **will only** be shared with the relevant members of the art trail team for the sole purpose of processing game entries.

## **Auction Participation**

The **Auction Registration Team** will need your full name, address, bidder number and contact telephone number.

This information is collected from a registration form on the day of the competition or from an absentee bidding form emailed to the art trail email address. Only lot winners who do not collect their items on the day of the auction will have their details kept. This is for the sole purpose of organising payment and collection of the lot/s in question. All other registration details will be destroyed within one working week of the auction.

Your information **will only** be shared with the relevant members of the auction team for the sole purpose of payment and collection.

## **Data Requests, Complaints and Reviews**

Under GDPR, the data subject has the right to access and amend any of their personal data that we hold. Please contact [enquiries@crabandlobsterfestival.co.uk](mailto:enquiries@crabandlobsterfestival.co.uk) if you have any further enquiries.

Crab and Lobster Festival Ltd will hold annual reviews of this document to ensure we are meeting your data protection needs.

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Web: [www.crabandlobsterfestival.co.uk](http://www.crabandlobsterfestival.co.uk)