

EFN Privacy Notice

This notice applies to the use of personal information by the European Folk Network (EFN). Please take a moment to read our Privacy Policy so you know what choices you have about the information we ask you for in our survey. This policy may change, so it's a good idea to come back and read through it again, from time to time.

We take people's privacy and rights very seriously. We'll only use the information that we collect about you lawfully, in accordance with the The General Data Protection Regulation (GDPR) (EU).

EFN is committed to safeguarding your personal information and complies with current data protection legislation including GDPR. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

What's in this Notice?

- Who is gathering your information?
- How we gather information about you and why
- Security
- How long we retain your information
- Controlling your personal information

Who is gathering your information?

EFN is collecting personal data about you and your organisation in order to map the traditional arts across Europe. The person responsible is Nod Knowles.

How we gather information about you and why?

We obtain contact details in the following ways:

1. Through our membership application form
2. When you contact us directly to enquire about our services
3. During face-to-face networking and meetings
4. If you attended our conference
5. As part of our mapping research

We collect and store that information for a number of reasons:

- for the legitimate purpose of contacting you (for example, if you have subscribed to our newsletter or if we are working with you)

- when we have your consent to send our newsletters
- to understand gaps and needs in the sector

We don't rent or trade email lists with other organisations and businesses.

We use the following third-party provider to store contact information: MailChimp, for e-newsletters. <https://mailchimp.com/legal/privacy/>

You can unsubscribe to general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails, or by emailing us directly.

You may also have supplied us with more detailed information as part of our mapping research, such as, the settings you work in, and your specialisms.

Unless you have stated that you are willing for the information that we collected from you through our mapping survey to be shared publicly, we will not share information about you with any other party. The information about your organisation that we will share via our mapping reports are your organisation's name, city and country, website and public social media links and the general descriptions of your activity that we ask for in our survey. The map will not share the name of your staff or other contacts, email addresses or telephone numbers or your postal address.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable electronic passwords to safeguard and secure the information we collect.

Website links

The EFN map will contain links to the websites of other organisations and individuals working in traditional arts across Europe. We are not responsible for the privacy practises of these websites and you should read their own privacy policies. The privacy policy described here, applies only to personal data collected by EFN.

How long we retain your information?

We will retain your personal information until you unsubscribe from our newsletters or request that your information is deleted from our map and mailing lists.

Controlling your personal information

It is in our best interest to safeguard your rights, therefore, we would like you to have a clear understanding of what happens to your personal data once we have collected it. The

following list explains your rights as an individual under the EU General Data Protection Regulation:

- You have the right to be informed of what we do with your data and to know what the purpose of collecting and processing is.
- You have the right to access your personal data and supplementary information so that you are aware of, and can verify, the lawfulness of the processing. You can obtain the following information: a) confirmation that your data is being processed and b) access to your personal data. We will provide this information within one month of the request and free of charge.
- You have the right to request us to rectify your personal data if it's inaccurate or incomplete.
- You have the right to request the deletion or removal of your personal data.
- You have the right to restrict the data processing.
- You may request details of personal information which we hold about you. If you would like a copy of the information held about you please contact us.