# PRIVACY POLICY

Contingency is an annual event taking place in January. The next event takes place at Searles Leisure Resort on 23-28 January 2019. It is run by a group of volunteers, called the organisational team. This privacy policy explains how we use the personal information you give us to help run the event.

## How to get in touch with us

If you have any questions about this privacy policy, or about the information we hold about you, please contact contingency.uk@gmail.com

## What information we collect from you

We collect data from you when you register for Contingency, when you make payments to us, when you volunteer to help run the event, when you ask for assistance, when you sign up to play games and when you raise queries with us. This data will come from the booking forms you fill in, from emails and other messages you send us, and from organisations you use to pay us, such as banks or PayPal.

## How we will use the information we collect

Contingency is a data controller meaning we decide how to store the information you provide. We privacy and make you carefully, confidentially,

We share information, except when we have to or when you say we can.

We have to share some information about you with theearles Leisure Resortto arrange the accommodation. We will also share information about you if the law says we have to.

If you say we can, we may use information from you in documents to be used at Contingency and/or on the Contingency website. For example, if you volunteer to run a game, we will agree with you what details about you we can put in the programme, in print and online, or we might ask you if we can use your photo. When you give us your permission like this, we will keep a note in a consent log.

We will keep the minimum amount of information necessary. We will keep it securely (password protected as a minimum). If there is a breach of your personal data, we will log it. If appropriate, we will tell you about it, and report it to the Information Commissioner’s Office.

We will not use automated decision-making, and we will not do any profiling. After Contingency, we may prepare reports about the event, but we will anonymise any data we use for this.

We will delete your data 12 months after you last attended Contingency unless you breach the code of conduct.

## If you breach the Code of Conduct

Contingency has a Code of Conduct. This is available on our website, and there will be printed copies at the registration desk and in the programme booklet. To attend Contingency, you have to agree to abide by the Code of Conduct. If you breach the Code of Conduct, you may be given a warning, or you may be asked to leave the event.

If this happens, we may keep your data beyond the usual deletion date. We may use this information to decide whether you should be asked to leave future Contingency events, or be refused entry to them. If we are doing this, we will tell you in writing, and will tell you how you may object to and/or appeal against this.

## Your rights about this information

You have the right to ask for copies of the information we hold about you, and to have us correct the information if it is wrong. You also have the right to ask for your data to be deleted. To do any of these, or to raise any other concerns, please get in touch with us, as described above under ‘How to get in touch with us’.

## Why we are allowed to use this information

The law (the GDPR and Data Protection Acts of 1998 and 2018) says that anyone processing data has to have a lawful basis for doing so, and has to tell you what it is. The lawful bases we are using are:

**Contract,** because we are coordinating room bookings and payments for the event and need to ensure that we allocate rooms accordingly

**Legitimate interests**, because we are offering a program of events and recruiting volunteers and it is fair to assume that people registering to attend the event would want to be informed about what the event will be offering. We would also use this basis to record any incidents that happened at the event that required follow up action, and if you breach the Code of Conduct.

**Consent**, where you say we can use information about you in (for example in the programme or on the website), or where we make contact with people who have not registered to attend on behalf of the event.