

Soundtruism Data Protection and Privacy Policy

1. Introduction

Soundtruism is committed to protecting privacy and handling personal information responsibly. This policy explains how we collect, use, store and protect personal data when you visit our website, contact us, register for events, purchase tickets, sign up for newsletters, apply to speak, exhibit or volunteer, work with us, or participate in podcast production projects. We process personal data in accordance with the UK GDPR and Data Protection Act 2018.

2. ICO Registration

ICO Registration Number: **ZB042027**

expiry date of 08/04/2027

Personal data collection and storage follows 'data protection principles' and ensures information is:

1. used fairly, lawfully and transparently
2. used for specified, explicit purposes
3. used in a way that is adequate, relevant and limited to only what is necessary
4. accurate and, where necessary, kept up to date
5. kept for no longer than is necessary
6. handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

We ensure a stronger legal protection for more sensitive information, such as on the grounds of:

- race
- religion
- sexual orientation

2. What Information We Collect

We may collect contact details, event registration details, business information, newsletter subscriptions and website analytics.

Soundtruism regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal. To this end, we will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998. Specifically, the Principles require that personal information:

- a) Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
- b) Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
- c) Shall be adequate, relevant and not excessive in relation to those purpose(s)
- d) Shall be accurate and, where necessary, kept up to date,
- e) Shall not be kept for longer than is necessary
- f) Shall be processed in accordance with the rights of data subjects under the Act,
- g) Shall be kept secure to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information, contact@soundtruism.com
- h) Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of Individuals/Service Users in relation to the processing of personal information.

Soundtruism will, through appropriate management and strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information
- Meet its legal obligations to specify the purposes for which information is used
- Collect and process appropriate information, and only to the extent that it is needed to fulfill its operational needs or to comply with any legal requirements.

- Ensure that the rights of people about whom information is held, can be fully exercised under the Act.
- Set out clear procedures for responding to requests for information

3. How We Use Your Information

To respond to enquiries, produce podcasts, organise events, process ticket sales, manage speakers and volunteers, send updates, improve our services and comply with legal obligations.

Soundtruism will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form. When collecting data, Soundtruism will ensure that the Individual/Service User

- a) Clearly understands why the information is needed
- b) Understands what it will be used for and what the consequences are should the Individual/Service User decide not to give consent to processing
- c) As far as reasonably possible, grants consent, either written or verbal for data to be processed
- d) Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress
- e) Has received sufficient information on why their data is needed and how it will be used.

Data Storage. Information and records relating to service users will be stored securely and will only be accessible to authorised staff and volunteers. Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately. It is Soundtruism's responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

Data access and accuracy. All Individuals/Service Users have the right to access the information Soundtruism holds about them. Soundtruism will also take reasonable steps to ensure that this information is kept up to date by asking data subjects whether there have been any changes. In addition. Soundtruism will ensure that:

- It has a Data Protection Policy Lead with specific responsibility for ensuring compliance with Data Protection.
- Everyone processing personal information understands that they are contractually responsible for following good data protection practice
- Everyone processing personal information is appropriately trained to do so
- Everyone processing personal information is appropriately supervised
- Anybody wanting to make enquiries about handling personal information knows what to do and deals promptly and courteously with any enquiries about handling personal information
- Describes clearly how it handles personal information
- Regularly review and audit the ways we hold, manage and use personal information
- Regularly assesses and evaluates its methods and performance in relation to handling personal information
- All staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them.

4. Legal Basis

We rely on consent, contract, legitimate interests and legal obligations as appropriate. Agreeing to take part in podcast festival events acts as informed consent.

Data collection is obtained with informed consent. This is when:

An Individual/Service User understands why their information is needed.

5. Marketing

We only send marketing where you have opted in or where permitted by law. You can unsubscribe at any time.

6. Ticketing

Payment and registration information may be processed through secure third-party providers.

7. Photography and Filming

Events may be photographed or filmed for promotional and archival purposes.

8. Podcast Recordings

Podcast contributors may have their voice, image and related content recorded and published. Guests invited onto the podcast festival stage and to speak give consent for their video recordings to be published with soundtruism retaining all copyright to official recordings.

9. Cookies

We use cookies to improve functionality and analytics. Non-essential cookies are used only with consent where required.

10. Third-Party Services

We use trusted providers for hosting, email, payments, ticketing, analytics and cloud storage.

11. Data Retention

We keep personal data only as long as necessary and in line with legal requirements.

12. Your Rights

You have rights of access, rectification, erasure, restriction, objection, portability and withdrawal of consent where applicable.

13. Complaints

Please contact us first. You may also complain to the UK Information Commissioner's Office.

14. Security

We use appropriate technical and organisational security measures.

15. Children's Privacy

Our services are primarily intended for adults. Please see our safeguarding policy.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998. In case of any queries or questions in relation to this policy please contact contact@soundtruism.com

Last updated: 06/05/26