

Privacy policy (2018) - Aarhus Jazz Festival

Introduction

In order to plan, host and market the Aarhus Jazz Festival, there are important personal data that we need to process. Our privacy policy was made to help understand what data we collect, why we collect it, and what it is used for. This is important information and we hope you will take the time to read it.

Contact information of the data protection officer

Ilse Vestergaard, secretary

[manager](mailto:info@jazzfest.dk) Email: info@jazzfest.dk

Tel: (+45) 28 60 47 91

Data controller

Aarhus Jazz Festival, Godsbanen, Skovgaardsgade 3, DK-8000 Aarhus C

Processing of your personal data

We treat personal data that you or someone else has provided to us in connection with, for example, hiring at Aarhus Jazz Festival, engagement as a musician, as a member of the association, volunteer work, participation in competitions, as a member of the board or committee, etc.

We process this data in order to comply with our contractual obligations to you, your colleagues, and partners in order to market the Aarhus Jazz Festival and comply with our obligations under the laws.

Typically, this personal data includes: Name, address, telephone, e-mail, and possibly. CPR number, where relevant.

Deadlines for deletion / storage

We strive to delete (or anonymize) personal data as soon as it is no longer relevant. However, we store personal data in connection with paid employment, accounting documents etc. for a minimum of 5 years in accordance with the Bookkeeping Act. In addition, we keep the personal data of our members, board members, and volunteers until they actively indicate that they no longer wish to be members of the association, board, other committees, or volunteer in order to ensure that everyone receives the necessary information during the period where they are part of the Aarhus Jazz Festival.

Your rights under the General Data Protection Regulation

In relation to our processing of your personal data, you have several rights:

- The right to receive information about how we process your personal information (disclosure)
- The right to gain insight into your personal data
- The right to have inaccurate personal information corrected

- The right to have your personal information deleted
- The right to object to your personal information being used for direct marketing
- The right to move your personal information (data portability)

All of the above rights are handled manually by contacting our data protection officer.

We can reject requests that are unfairly repetitive, require disproportionate technical intervention (e.g. developing a new system or changing existing practices), affect the protection of other people's personal data, or something that will be extremely impractical (e.g. requests for information that are backups).

If we can correct information, we will do this unless it requires disproportionate effort. We strive to maintain our IT systems in a way that protects personal information from theft, erroneous or malicious use or sharing, etc. When we delete your personal information, we may not always be able to delete corresponding copies from our archive servers/backup systems instantly.

You have the right to complain to the Data Inspectorate at any time

<https://www.datatilsynet.dk/generally-om-databeskyttelse/klage-til-datatilsynet/>

Information we provide

We do not disclose personal information to companies, organisations and individuals outside of Aarhus Jazz Festival without your explicit consent.

This may include be for these purposes:

- For external data processing
We disclose personal data to our partners or other trusted companies or individuals who process them for us. Your treatment is based on our instructions and in accordance with our privacy policy and other applicable privacy and security measures, such as our Data Processing Agreements.
- For legal reasons
Provide personal information to companies, organisations, or individuals outside of Aarhus Jazz Festival if we believe in good faith that access, use, preservation or disclosure is required in order to:
 - Observe applicable laws, regulations, lawsuits, or legally required requests from public authorities and others.
 - Register, prevent, or otherwise protect against criminal offenses or violations of data security.
 - Keep Aarhus Jazz Festival free from harm, safeguard public rights, property, or safety as required or permitted by law.

Information Security

We work hard to protect Aarhus Jazz Festival and our employees, volunteers, customers, and partners against unauthorised access, change, disclosure or destruction of personal data that we store.

We have implemented the following organisational and technical measures:

- Antivirus on all IT systems that process personal data
- Backup of all IT systems that process personal data
- Application of industry-specific IT systems for processing activities
- Limitation of access to personal information, so that access is only given where necessary
- Data Processing Agreements with suppliers that process personal data on Aarhus Jazz Festival's behalf
- Data Processing Agreements with staff that processes personal data
- Guidance on the safe processing of personal data and information assets for staff with access to information systems
- Implementing the above risk assessment and documentation of all systems that process personal data in cooperation with our IT managers to ensure an informed overview of the level of security related to personal data processing at Aarhus Jazz Festival.

Compliance and cooperation with supervisors

We regularly review that we comply with our own personal data policy. We also comply with several self-regulatory security policies. When we receive formal written complaints, we will contact the sender to follow up on the complaint. We cooperate with the relevant regulatory authorities, e.g., The Danish Data Protection Agency, to resolve complaints about the transfer of personal data that we cannot resolve directly with the affected parties.

Amendments

Our privacy policy can be amended from time to time. We do not limit your rights under this privacy policy without your explicit consent. Any changes to this privacy policy are indicated on this page, and if significant changes occur, we will provide information via, e.g., e-mail.

Revision history

Version	Note	Date	Edited by
1.0	Prepared by Ilse Vestergaard	05/24/2018	