



Privacy Policy

This privacy policy explains when and why we collect personal information about people who visit our website and subscribe to our festival updates, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Please read the policy carefully to get a clear understanding of how we collect, use, protect and process your personal data.

The Salisbury Literary Festival may change this policy from time to time by updating this page. Although most changes are likely to be minor, we encourage you to check this page regularly to ensure that you are happy with amendments or additions. Continued use of this website constitutes your agreement to be bound by this policy (effective from 25 May 2018) and any changes thereafter.

Salisbury Literary Festival is the sole owner of the information collected on this site. We will not sell, share or rent this information to others in ways different from what is disclosed in this statement.

This policy applies to the web pages, newsletters, and opt-in announcement lists owned and operated by the Salisbury Literary Festival.

How do we collect information from you?

We get information about you when you use our website to register to receive our email newsletters, buy tickets, contact us about products or make a donation.

What type of information is collected from you?

The personal information we collect might include your name, address, email address, IP address, and information regarding what pages are accessed and when. If you purchase a product from us your card information is not held by us, it is collected by our third-party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions.

The Salisbury Literary Festival does not store any credit card or banking details on our website.

How is your information used?

We may use your information to:

- send you communications which you have requested;
- process orders that you have submitted;
- carry out our obligations arising from any contracts entered into by you and us;
- process competition entries;
- seek your views or comments on the services we provide;
- process a donation that you have made;
- create a subscription to a service we provide;

- notify you of changes to our services or policies.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

We treat your personal information with care and respect. Salisbury Literary Festival will not share your details with any third party. Email access is password protected and we will not use your email address for anything other than information about the Salisbury Literary Festival programme.

Third party suppliers and service providers

The Salisbury Literary Festival will pass certain personally identifiable information on to third party suppliers if it is necessary to complete a commercial transaction or a request. We will share only the information necessary to complete the commercial transaction or request.

Legal

Salisbury Literary Festival will disclose personally identifiable information when required by the law or in the good-faith belief that such an action is necessary to:

- Conform to the edicts of the law or comply with a legal process;
- Protect or defend the rights or property of the Salisbury Literary Festival site, or visitors to the Salisbury Literary Festival website;
- Identify persons who may be violating the law, the legal notice or the rights of third parties;
- Co-operate with the investigations of purported unlawful activities

Links to other sites

The Salisbury Literary Festival website may contain links to other sites. These sites are beyond the Salisbury Literary Festival's control and the user is subject to the individual privacy policies of these sites and we cannot guarantee the security of private information disclosed online to linked sites.

Security

The Salisbury Literary Festival exercises every precaution to ensure the security of data transmissions from the user's device to our servers and stored information. Where sensitive information such as credit card details or financial information is transmitted, it is done so using SSL encryption. All transactions are processed through a gateway provider and are not stored or processed on our servers.

We implement a variety of security measures when a user places an order enters, submits, or accesses their information to maintain the safety of your personal information.

Access to stored information is password protected and every attempt will be made to ensure that these passwords are only known to Salisbury Literary Festival personnel and trusted third parties (website developers and the Internet Service Provider) who are authorised by us.

Your choices

You have the right to the rectification, processing or deletion of your data. You have the right to withdraw your consent at any time either by following the unsubscribe link at the bottom of email correspondence or by emailing us at salisburyliteraryfestival@gmail.com.

Contacting Us

If there are any questions regarding this privacy policy, you may contact us using the information below.

www.salisburyliteraryfestival.co.uk
44 Queensbury Road
Salisbury, Wiltshire SP1 3PJ
United Kingdom
salisburyliteraryfestival@gmail.com

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by unsubscribing in the email newsletter or by contacting us by email:

info@salisburyliteraryfestival.co.uk.