



# Downton Cuckoo Fair Ltd

## Privacy Notice

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### Introduction

This privacy notice tells you what to expect us to do with your personal information.

- Contact details
- Lawful bases and data protection rights
- What information we collect, use, and why
- Where we get personal information from
- How long we keep information
- Who we share information with
- How to complain

This is an interim update pending the ICO update to their guidance after the publication of the Data (Use and Access) Act coming into law on 19 June 2025

### Contact details

Email – Company Secretary, [compsec@cuckoofair.co.uk](mailto:compsec@cuckoofair.co.uk)

Website - <https://cuckoofair.co.uk/contact-us>

### Lawful bases and data protection rights

Under UK data protection law, you have a set of data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- Your right to erasure- You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)
- Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- Your right to object to processing - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month. To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

We have the following different purposes to dealing with personal information:

- General enquiry from the member of the public
- Employee and volunteer information
- Administration of the stallholder bookings
- Administration of entertainment bookings
- Contracts with suppliers of specialist services
- Information Provided at the Fair
- Hire Forms
- Website functionality (including cookies)

The following sections tells you what to expect us to do with your personal information for each purpose listed above:

- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- Who we share information with
- How long we keep information

### General enquiry from the member of the public

#### What information we collect, use, and why

Typically we'd need to know your name, contact details eg phone number or email address and the details of your inquiry. We need these details so we provide a reply to you.

#### Lawful bases and data protection rights

The lawful base under which we process your information is consent. We collect this when you complete the 'Contact Us' form on the web site.

#### Where we get personal information from

You provide the information to us when you contact us by whatever means.

#### Who we share information with

The information you provide is shared amongst the members of the Cuckoo Fair. For other organisations we may share the information please see main section below.

#### How long we keep information

We keep your details for 3 years after the date of the Fair.

### Employee and Volunteer Information

#### What information we collect and use, and why

We collect or use the following personal information as part of employee or volunteer recruitment, administration and management:

- Contact details (eg name, address, telephone number or personal email address)
- Optional Photographs (eg for Pocket Guide gallery or ID card)
- Optional Next of kin or emergency contact details

#### Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information as part of employee or volunteer recruitment, administration and management is Legitimate interests. Our legitimate interests are that we need details to setup IT accounts (file storage and messaging) and also for emergency contacts.

#### Where we get personal information from

We collect your information directly from you.

#### How long we keep information

We retain the information until seven years after you have ceased volunteering for us.

#### Who we share information with

In some circumstances, we may share information with our IT suppliers and service providers eg to enable access to our shared storage provider.

Dropbox [storage of files] Privacy policy: [https://www.dropbox.com/en\\_GB/privacy](https://www.dropbox.com/en_GB/privacy).

## Administration of Stall Holder Bookings

### What information we collect, use, and why

We collect or use the following information to register your interest or administer your booking of a pitch at the Cuckoo Fair.

- Names and contact details – email / phone
- Business Addresses
- Description of your business including goods sold and photographs.
- Details of policies, certificates and licences
- Bank account details for processing of refunds
- Vehicle details
- Details of your website and social media accounts.

### Lawful bases and data protection rights

Our lawful base for collecting or using personal information to register your interest or administer your booking of a pitch are:

- Contract – we have to collect or use the information so we can enter into or carry out a contract with you.
- Legal obligation – we have to collect or use your information so we can comply with the law.

### Where we get personal information from

You provide the information to us when you complete the Expression of Interest form or the Stall Booking Form and when you provide supporting documents to us.

### Who we share information with

The information you provide is shared amongst the members of the Cuckoo Fair. A subset of your information related to your business (eg name, description, website/email) is uploaded to the stall holder directory on the web site. Details of High Risk stalls are shared with our Event Security team.

For other organisations we may share the information please see main section below.

### How long we keep information

We keep your details for 7 years after your last attendance

## Administration of entertainment bookings

### What information we collect, use, and why

We collect or use the following information to administer booking you as an entertainer at the Cuckoo Fair.

- Names and contact details – email / phone
- Addresses
- Description of entertainment you provide and photographs.
- Details of certificates and licences
- Bank account details
- Vehicle details
- Details of your website and social media accounts.

### Lawful bases and data protection rights

Our lawful base for collecting or using personal information to administer your booking of a pitch are:

- Contract – we have to collect or use the information so we can enter into or carry out a contract with you.
- Legal obligation – we have to collect or use your information so we can comply with the law.

### Where we get personal information from

You provide the information to us when you complete the Entertainer Booking Form and when you provide supporting documents to us.

### Who we share information with

The information you provide is shared amongst the members of the Cuckoo Fair. A subset of your information is upload to the Entertainment Programme on the web site.

For other organisations we may share the information please see main section below.

#### How long we keep information

We keep your details for 7 years after your last performance.

### Contracts with suppliers of specialist services

#### What information we collect, use, and why

We collect or use the following information for placing a contract with you for specialist services required by the Fair eg waste, PA, Marquees, medical services, event security.

- Names and contact details – email / phone
- Addresses
- Description of services we require.
- Details of certificates and licences
- Bank account details
- Vehicle details

#### Lawful bases and data protection rights

Our lawful base for collecting or using personal information for placing a contract with you for specialist services are:

- Contract – we have to collect or use the information so we can enter into or carry out a contract with you.
- Legal obligation – we have to collect or use your information so we can comply with the law.

#### Where we get personal information from

You provide the information to us when you complete the respond to our Supplier Request Form and when you provide supporting documents to us.

#### Who we share information with

The information you provide is shared amongst the members of the Cuckoo Fair. For other organisations we may share the information please see main section below.

#### How long we keep information

We keep your details for 7 years after your last contract with us.

### Information Provided at the Fair

#### What information we collect, use, and why

We collect or use the following information for logging and managing incidents:

- Names and contact details – email / phone
- Addresses
- Description of incident eg items or person lost or found
- Our Event Security or Medical providers may collect personal/medical treatment information when dealing with an incident. This is managed under their Data Protection Policies. In the event of an insurance claim they would share the information with our insurers.

#### Lawful bases and data protection rights

Our lawful base for collecting or using personal information for placing a contract with you for specialist services are:

- Consent – we have to collect or use the information so we can manage the incident.
- Legal obligation – we have to collect or use your information so we can comply with the law.

### Where we get personal information from

You provide the information to us when you report a missing item/person or when one is found or when an incident is reported or when you are treated by our medical services.

### Who we share information with

The information you provide is shared with our Event Control and Security Teams, and the members of the Cuckoo Fair.

For other organisations we may share the information please see main section below.

### How long we keep information

We keep your details for 3 years after the date of the Fair.

## Hire Forms

### What information we collect, use, and why

Typically we'd need to know your name, contact details eg phone number or email address and the details of what you wish to hire. We need these details so we can complete a Hirer's Form to you.

### Lawful bases and data protection rights

Our lawful base for collecting or using personal information to administer your booking of a pitch are:

- Contract – we have to collect or use the information so we can enter into or carry out a contract with you.

### Where we get personal information from

You provide the information to us when you contact us by whatever means.

### Who we share information with

The information you provide is shared amongst the members of the Cuckoo Fair. For other organisations we may share the information please see main section below.

### How long we keep information

We keep your details for 3 years after the date of hire.

## Website functionality (including cookies)

### Cookies:

Cookies may be used on this site. You can turn off cookies within your browser by going to its Settings and adjusting the Cookie settings. Please see the [ICO web site for detailed information](#). If you turn off cookies, you will be unable to benefit from the features that use cookies.

The website uses CookieYes to manage your consent to our use of Cookies on your device.

The website uses **necessary cookies** from the following third party services:

- Google Analytics to help us monitor our website's usage and performance.
- Google Recaptcha service to identify bots to protect the website against malicious spam attacks
- Cloudflare, is used to support Cloudflare Bot Management
- WordPress sets this cookie when a user interacts with emojis on a WordPress site. It helps determine if the user's browser can display emojis properly
- CookieYes sets this cookie to remember users' consent preferences so that their preferences are respected on subsequent visits to this site. It does not collect or store any personal information about the site visitors.

The website uses **advertising cookies** from the following third party services:

- Google sets the cookie for advertising purposes; to limit the number of times the user sees an ad, to unwanted mute ads, and to measure the effectiveness of ads

## Who we share information with

Other organisations we share personal information with:

- Insurance company eg in the case of a claim

- Professional agents or legal advisors eg our accountant, broker or lawyer in the case of a claim
- Relevant regulatory authorities eg ICO, H&SE, HMRC or Companies House
- Who we are required to share information with under legislation.
- Emergency services including medical providers

## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

## Last updated

November 2025