



# Kent Festival of Music, Speech & Drama

'Our object is not to gain a prize or defeat a rival, but to pace one another on the road to excellence.' Sir Walford Davies

FOUNDED 1905

Registered Charity No 1037219

Affiliated to the British and International Federation of Festivals for Music, Drama & Speech of which Her Majesty the Queen is Patron.

The Speech and Drama section of the Kent Festival for 2019 will be held at:

The Junior King's School, Milner Court, Sturry, Canterbury, Kent. CT2 0AY  
Saturday 11th May 2019

We thank the Headteacher Ms Emma Károlyi for allowing us to use the School facilities.

Closing Date For Entries: 1st February 2019

The Kent Festival of Music, Speech and Drama Concert 11th May at St Peter's Methodist Church, Canterbury.

## SPEECH AND DRAMA SECTION COMMITTEE

Chairman: Ms Andrea Dengate (01795 890 308)

Secretary: Mrs. Rosie Bayliss (01474 328 391)

Treasurer: Mr. James Gray (01474 328 391)

Mrs. Gill Taylor Mrs. Gillian Bell

## Chairman's Welcome to the 2019 Festival

As the Chairman of the team I welcome you all to participating in this year's syllabus. The committee and I are looking forward to the second year using the facilities of Junior Kings', Canterbury by kind permission of the Headteacher. This has enabled us to have more performance spaces allowing our competitors to gain a feel for performance and supporters to be comfortable watching and allowing the festival to grow.

Entry fees for this have risen this year for the first time in a few years due to the rising cost of adjudicators' fees and travel expenses and the introduction of online syllabus, entry and payment systems and timetabling to try and make the organization more efficient for users and less problematic for the committee who are all volunteers.

I hope this system will be easy to use for all and would like to remind you to ensure you have all the details necessary for your entries as, once payment is made, we are not able to make changes. Please note the deadline for entries is 1st February 2019.

I would also like to remind you that last few classes of the day provide the opportunity to see some of the best performances competing for the Senior, Junior and Overall Awards and I hope you will encourage your students to join in either as performers, if selected, or as spectators.

Some performances from last year's festival have been invited to take part in the Kent Festival of Music, Speech and Drama concert held in Canterbury in the evening of May 11th. This is always a wonderful evening, and the many talented performers who have won places in this Concert deserve your support. Please come and enjoy it with us.

Finally, my thanks to many people, including our loyal band of volunteers, who make this festival happen and would be keen to encourage more volunteers to help the day run smoothly. Please contact me if you know anyone who would like to help. As ever we need you and your students to come and perform, to come and enjoy the performances of others, and to spread the word to everyone you know.

Andrea Dengate

## PATRONS 2018

Patrons assist all sections of the Kent Competitive Festival in many ways including stewarding, marshalling, offering hospitality to adjudicators and by providing essential financial support. Without a large number of patrons the festival would be unable to operate. The committee would like to express gratitude to the following patrons:-

Honorary Patron: The Lord Mayor of Canterbury

Patrons:

Mrs. E. Appleyard Canterbury Arts Council  
Mrs. S. Fever, Mr. & Mrs. A. Inscoc  
Miss. B. Porrer, Mrs. P Shephard M.B.E. D.L.  
Ms. G. Rumley, Drs. A. and A. Staehler  
Mrs H Pantony, Mr. and Mrs. J. Wilkinson

If you would like to offer your help as a Patron of the festival, please contact the chairman for further information.

## General Rules and Regulations

1 Age (if under 19) as on the day of competition.

2 A programme will be sent to competitors making individual entries but only one programme will be sent to a teacher entering a group of competitors. A small charge of £1.50 is made for this on the entry form. Additional programmes can be obtained, by post, by adding a further £1.50 per programme, to the entry form.

3 A stamped addressed envelope must be enclosed with all letters requiring an answer

4 In duologue classes the age is defined by that of the elder competitor. Any competitor may enter only once in each class.

- 5 Time limits. Please check that competitor's performance time does not exceed the time limit set for each class. Failure to comply may lead to disqualification.
- 6 In all 'own choice' classes (including Drama) adjudicators' copies must be provided on the day, clearly marked with the competitor's name and class number, otherwise the competitor is liable to disqualification. Please note that it is illegal to photocopy or copy by any other means, works which are copyright, without the permission of the copyright holder. The Festival and/or adjudicator may refuse copied items where the competitor cannot produce proof of permission to copy. It should be noted that handwritten copies are allowed.
- 7 The Kent Festival has entered into an agreement with the Authors' Licensing and Collecting Society. This means that entrants DO NOT have to seek copyright permission for any poetry, prose or solo dramatic items performed, to a time limit of 10 minutes. Performers and teachers will be pleased to know that their participation in this festival means that authors will be directly reimbursed as a consequence of their works being performed here. DUOLOGUES and GROUP DRAMATIC ACTIVITY are NOT COVERED by this agreement, and copyright for these items should be sought by performers at the time of entry. Evidence of copyright clearance may be requested by the adjudicator.
- 8 The adjudicator's decision will be regarded as final. Awards may be withheld if in the opinion of the adjudicator insufficient merit is shown.
- 9 The committee reserves the right to engage additional adjudicators, or to substitute without notice for any adjudicator unable to appear.
- 10 Certificates will be issued for FIRST and SECOND places in each class. A THIRD place certificate may be issued in classes where 8 or more competitors are present.
- 11 Mark sheets will be available at the end of each class. If not collected they can be found at the Front Desk at the end of the Festival.
- 12 No poem may be entered by an individual in more than one class although it may be included in a group class in which the individual takes part.
- 13 Verse Speaking and Drama classes require the competitor to perform from memory and not with the aid of a script.
- 14 Prose reading classes require the competitor to deliver their reading from a script. The introduction should be spoken from memory. Competitors who learn their reading by heart will be penalised or even disqualified.
- 15 All trophies being awarded at the Festival will be presented on the day of the Festival and may be held until 29th March 2019. Unfortunately if there is no one over 18 years available to sign a receipt for a trophy it cannot be taken from the Festival. Trophy winners are asked to contribute £3 per trophy towards maintenance costs. Engraving may be carried out at the winner's expense.
- 16 The Festival cannot allow flash photography, tape or video recordings, all of which are absolutely forbidden during performances or adjudication.

17 While every effort will be made to adhere to the times stated, the organisers reserve the right to adjust the starting times of classes where necessary. The committee reserves the right to limit, cancel, amalgamate or subdivide any class. Where there is only one entrant in a class, that entrant will be informed and given the opportunity to withdraw and have his fee returned or to perform against the standard set for first place in that class. Should the entrant choose to perform, the adjudicator will decide whether a first place should be awarded.

18 Individuals may enter up to 6 classes (including Duologues). They may additionally perform as part of a group in classes 017, 312, 313, 314, 319 & 320(Group Classes).

19 Entry money is not refundable unless the class is cancelled. Entry fees are:

Key Stages 1&2 Years R - 6: £6.00

Key Stages 3-5 Years 7 - 13: £6.50

Classes for over 18: £6.50

Duologue: £10.00 per pair

Group Class & Choral Speaking: £15.00 per group

20 Cars may be parked at Junior King's School. Groups intending to arrive by coach should contact the Festival Secretary.

21 FIRST AID facilities are available in the Festival office to which any lost property should be taken.

22 Adjudication will be given according to the category system recommended by the British Federation of Festivals. The categories are:-

OUTSTANDING

DISTINCTION

COMMENDED

MERIT

MODERATE

FAIR

23 Competition rooms will be open ½ hour before the first class.

24 The Festival Committee will not accept any liability or responsibility for any loss or damage suffered by any competitor or person or to his/her effects or possessions arising out of his/her participation or attendance at the Festival.

25 The decision of the committee in all matters arising out of, or not specifically covered in these rules and regulations, is final.

26 General Festival enquiries should be addressed to: [dengate31@gmail.com](mailto:dengate31@gmail.com)

27 Entries must be submitted on the official entry form online, or print-off where required, and must reach the Secretary by 1st February 2019.

Rosie Bayliss Secretary ~ Kent Festival of Speech and Drama  
26 Bonaventure Court, Gravesend, Kent DA12 4SA

# Speech And Drama Syllabus

## VERSE SPEAKING

Any poem to be chosen on the given topic or poet.

Please note: The age requirements for participants reflects School Year rather than individual age on the date of the festival.

### **001 'THINGS WITH WINGS'**

Fee £6.00

Year 1 and under. Up to 2 minutes.

### **002 'FOOD'**

Fee £6.00

Year 2 only. Up to 2 minutes.

### **003 'MONSTERS'**

Fee £6.00

Year 3 only. Up to 2 minutes.

### **004 'NAUGHTY'**

Fee £6.00

Year 4 only. Up to 2 minutes.

### **005 'EXPLORING'**

Fee £6.00

Year 5 only. Up to 2 minutes.

### **006 'THRILLS AND SPILLS'**

Fee £6.00

Year 6 only. Up to 2 minutes.

### **007 'POWER'**

Fee £6.50

Year 7 to Year 9. Up to 3 minutes.

### **008 'CONFLICT'**

Fee £6.50

Year 10 to Year 13. Up to 3 minutes.

### **009 Any poem by CAROL ANN DUFFY**

Fee £6.50

19 and older. Up to 3 minutes.

Open

## **HUMOUR IN VERSE**

The ORMISTON SHIELD is awarded to the competitor giving the best performance of humour in verse in the Festival.

The winner of each of these Classes will be asked to compete again in a final at the end of the day. Competitors make their own choice of poem.

### **013 OWN CHOICE**

Fee £6.00

Year 6 and under. Up to 3 minutes.

### **014 OWN CHOICE**

Fee £6.50

Year 7 to Year 13. Up to 3 minutes.

### **015 OWN CHOICE**

Fee £6.50

19 and older. Up to 3 minutes.

Open

## **SONNET**

### **016 Any Shakespeare Sonnet**

Fee £6.50

Open

## **CHORAL SPEAKING**

Groups should not be less than 8 or more than 25.

Please note rule 18: Individuals may enter up to 6 classes (including Duologues). They may additionally perform as part of a group in classes 017, 312, 313, 314, 319 & 320 (Group Classes).

This rule is to facilitate the smooth running of the Festival and to enable the programme to be compiled with minimal clashing classes.

### **017 Any Lewis Carroll Poem**

Fee £15.00 per ensemble/group

Group of 8 to 25 people

Up to 5 minutes.

Open

## PROSE READING

A one or two sentence introduction spoken from memory should be included in the time limit.

### **101 Any book by DICK KING-SMITH**

Fee £6.00

Year 3 and under. Up to 2.5 minutes.

### **102 Any book by TOM FLETCHER**

Fee £6.00

Year 4 only. Up to 2.5 minutes.

### **103 Any book by SALLY GARDNER**

Fee £6.00

Year 5 only. Up to 2.5 minutes.

### **104 Any book by EVA IBBOTSON**

Fee £6.00

Year 6 only. Up to 2.5 minutes.

### **105 Any book by PHILIP PULLMAN**

Fee £6.50

Year 7 to Year 9. Up to 4 minutes.

Key stage 3

### **106 Any book by GEORGE ORWELL**

Fee £6.50

Year 10 to Year 13. Up to 4 minutes.

### **107 Any book by MARGARET ATWOOD**

Fee £6.50

19 and older. Up to 4 minutes.

Open

## READING AT SIGHT

Passage set by the Adjudicator on the day.

### **109 Reading at sight**

Fee £6.00

Year 4 and under. Up to 2.5 minutes.

**110 Reading at sight**

Fee £6.00

Year 5 to Year 6. Up to 2.5 minutes.

**111 Reading at sight**

Fee £6.50

Year 7 to Year 9. Up to 2.5 minutes.

Key stage 3

**112 Reading at sight**

Fee £6.00

Year 10 and over. Up to 3 minutes.

Key stage 4

## DRAMA CLASSES

(Please see Regulation 7)

## MONOLOGUE

Competitor's own choice, taken from any play other than Shakespeare, or any dramatic adaptation of prose.

**301 Monologue**

Fee £6.00

Year 6 and under. Up to 3 minutes.

**302 Monologue**

Fee £6.50

Year 7 to Year 13. Up to 3 minutes.

**303 Monologue**

Fee £6.50

19 and older. Up to 3 minutes.

Open

## SHAKESPEARE MONOLOGUE

Own choice from any Shakespeare play.

**304 Shakespeare monologue**

Fee £6.50

Year 7 to Year 9. Up to 3 minutes.

Key stage 3

### **305 Shakespeare monologue**

Fee £6.00

Year 10 and over. Up to 3 minutes.

Key stage 4

## **DUOLOGUE**

Competitors may choose from any play, including Shakespeare.

### **306 Duologue**

Fee £10.00 per ensemble/group

Group of 2 people

Year 6 and under. Up to 4 minutes.

### **307 Duologue**

Fee £10.00 per ensemble/group

Group of 2 people

Year 7 to Year 9. Up to 4 minutes.

Key stage 3

### **308 Duologue**

Fee £10.00 per ensemble/group

Group of 2 people

Year 10 and over. Up to 6 minutes.

Key stage 4

## **DUET MIME**

### **309 Duet mime 'EMERGENCY'**

Fee £10.00 per ensemble/group

Group of 2 people

Up to 5 minutes.

Open

## **SOLO MIME**

### **310 Solo mime 'LOST'**

Fee £6.00

Year 6 and under. Up to 3 minutes.

### **311 Solo mime 'BURIED'**

Fee £6.50

Year 7 and over. Up to 3 minutes.

## GROUP DRAMA

Groups should not be less than 3 nor more than 15 performers.  
A short scripted play should be performed. Original works can be used.  
Max 10 minutes (including introduction and linking passages).

### **312 Group drama**

Fee £15.00 per ensemble/group  
Group of 3 to 15 people  
Year 6 and under.  
Own choice

### **313 Group drama**

Fee £15.00 per ensemble/group  
Group of 3 to 15 people  
Year 7 and over.  
Own choice

## RECITAL

Groups should not be less than 3 nor more than 15 performers.  
To present a piece of dramatic work, based on the given theme and involving 3 of the following disciplines; Scripted Drama; Poetry; Prose; Bible Reading; Choral Speaking & Mime, and should be linked using Music (instrumental or vocal) and/or Devised Drama.

### **314 Recital 'MOODS AND EMOTIONS'**

Fee £15.00 per ensemble/group  
Group of 3 to 15 people  
Up to 15 minutes.  
Open

## PUBLIC SPEAKING

Small cue-cards may be used, but no Script.

### **315 A talk on 'DREAMS'**

Fee £6.50  
Up to 4 minutes.  
Open

## IMPROVISATION CLASSES

The Adjudicator will set a Theme for the Improvisation at the start of the Lunch Break, and the participants are expected to spend at least 20 minutes preparation to devise a clear plot line with character and story progression.

# SOLO IMPROVISATION

## **316 Solo improvisation**

Fee £6.00

Year 6 and under. Up to 3 minutes.

## **317 Solo improvisation**

Fee £6.50

Year 7 and over. Up to 3 minutes.

# DUET IMPROVISATION

## **318 Duet improvisation**

Fee £10.00 per ensemble/group

Group of 2 people

Up to 5 minutes.

Open

# GROUP IMPROVISATION

Groups should not be less than 3 nor more than 15 performers.

Please note rule 18 Individuals may enter up to 6 classes (including Duologues). They may additionally perform as part of a group in classes 017, 312, 313, 314, 319 & 320 (Group Classes). This rule is to facilitate the smooth running of the Festival and to enable the programme to be compiled with minimal overlapping classes.

## **319 Group improvisation**

Fee £15.00 per ensemble/group

Group of 3 to 15 people

Year 6 and under. Up to 5 minutes.

## **320 Group improvisation**

Fee £15.00 per ensemble/group

Group of 3 to 15 people

Year 7 and over. Up to 5 minutes.

# Policies

## Guidelines for Teachers

### Verse Speaking

The choice of poem should be suitable for the age group and challenging for the individual. Even at an early age correct stance should be encouraged, feet slightly apart, with one foot slightly forward. They should be audible without strain and control pace, pitch and use of pause as well as keep eyes level and take great care with their diction.

It is important to remember when performing a verse selection that the performer must bring it to life. This will be reflected in their use of facial expression and may include some movement, if appropriate to the text.

Please note that movement should never detract from the text and should always be dictated by the words the reader is speaking.

For example, too much movement in a performance of verse selection could detract from the meaning of the words.

### Choral Speaking

A leader should announce the piece. Choir members should always present thoughtfully and dress neatly with consideration for the audience. Hair must be out of the eyes. Hands at the sides – please no fidgeting: not still – but in a state of relaxed preparation, watching the conductor, and being a good member of the team. The choir should be arranged by height so that all can be seen – blocks for standing on can be used but should be taken with the choir, as you do not know what will be available.

### Prose Reading

The choice of piece will determine much of the success; many modern books for young children do not contain descriptive language. The reader should be able to show there is a climax at some point in the reading, not necessarily at the end and the starting rate must be SLOW and controlled. The book should be held with one hand underneath the spine and the other resting lightly on the page and such that the audience may be easily in focus able to share the content. Competitors should be encouraged to read the books from which the excerpt is taken.

### Sight Reading

They should be encouraged to look for the climax of the piece they have been given. The adjudicators choose the reading and take great care in selecting material that will include description, narrative and a climax which should all be observed. Remember sight reading is not a memory test, the adjudicators are not looking for you to be word perfect, but look at both understanding and being able to communicate it to the audience.

### Monologues and Duologues

Texts need to be chosen carefully for content. There are excellent monologues that are not doom and gloom, just make sure that what you choose is effective on its own and is age appropriate ie: Lady Macbeth aged 12 will just not do! For younger children try sourcing Narnia, Harry Potter, Just William or Lord of the Rings, and for Shakespeare, Puck, Ariel and some character parts like Mistress Quickly, plus original works. Monologues do not need to be character based.

Full costume is not permitted, but long Practice Skirts which help indicate/suggest period may be worn.

Clothing and Footwear comfortable, allowing freedom of movement, and suitable for the work presented.

### Group Drama

The same advise as monologues & duologues applies. Original works can be used.

### Group Recital

The group should present short pieces of work using at least 4 of the following disciplines – scripted drama, improvisation, verse, prose, bible reading, choral speaking and mime. The elements should be linked using either narrative or music (either instrumental or vocal) or a combination.

## Kent Festival of Music, Speech and Drama Child Protection Policy

The British and International Federation of Festivals for Music, Dance and Speech work for amateur festivals everywhere to help create thousands of educational performance opportunities for children and young people each year.

The Federation, and our member Festivals, are committed to ensuring safe environments for children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice which protects them.

This policy applies to our Board of Trustees, paid staff, Adjudicator members, volunteers, students or anyone working on behalf of the Federation and our member Festivals.

We recognise that:

the welfare of the child/young person is paramount.

all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.

working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The purpose of the policy:

to provide protection for the children and young people who participate in our festivals, including the children of festival members.

to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

We will seek to safeguard children and young people by:

valuing them, listening to and respecting them.

adopting child protection guidelines through procedures and safe working practice for staff and volunteers.

recruiting staff and volunteers safely, ensuring all necessary checks are made.

sharing information about child protection and safe working practice with children, parents, staff and volunteers.

providing effective management for staff and volunteers through supervision, support and training.

sharing information about concerns with agencies who need to know, and involving parents and children appropriately.

The Federation will review this policy each year in November in line with Safe Network guidance or sooner in light of any changes in legislation or guidance. All changes will be communicated to our member Festivals in time for the start of the new Festival year.

### Creating Safer Festivals for Everyone

The Federation and its member Festivals use the following policies and procedures to create Safer Festivals for everyone:

1. A single, definitive Child Protection Policy adopted by all Federation Festivals.

2. One or more designated Festival Safeguarding Officers (FSO) appointed for each Federation Festival.

Name: Andrea Dengage

Phone: 01795 890308/07774051810

3. Best practice advice in the form of Safe Working Practice and Festival Child Protection leaflets, with support and training for all Festival staff and volunteers. Including clear reporting procedures for anyone with a concern about a child.

4. Appropriate recruitment and induction procedures for all new Festival staff and volunteers responsible for providing safe environments for everyone attending / performing at a Federation Festival.

5. All Festival stewards wear a Festival badge denoting their name and role. All teachers/parents/guardians /carers are asked to report all incidents of any nature to anyone wearing a badge. All reported incidents will be handled in accordance with the Safe Working Practice and Festival Child Protection best practice advice. In addition we will ensure the availability of a quiet area / room where concerns can be expressed in private.

6. For the duration of a Festival all teachers/parents/guardians/carers are responsible for the continuous care and supervision of their own children/pupils. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils are aware of the identity and name of the person responsible for their care. This includes supervision throughout all Festival venues, practice and changing areas that may be provided. The Festival cannot take responsibility for any property left unattended.

7. No unauthorised photography, audio or video recording of children and young people is allowed at our Festivals. Where parents/guardians/carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child is not included in official photos.

8. Some children and vulnerable adults may have specific needs in order to take part. If this is the case we ask the responsible teachers/parents/guardians/carers to contact the Festival prior to arrival. The Festival actively seeks wherever possible to meet these needs, but must know beforehand in order to prepare support – or to advise that help cannot be provided on this occasion.

9. The Festival's Child Protection Policy and approach to Creating Safer Festivals for Everyone is published explicitly in our Syllabus, Programme and on our website. By ticking the appropriate box when booking a class all parents / guardians / carers and teachers of entrants under 18 confirm that they give (or have obtained) the necessary consents for the entrants to take part in the Festival. Without consent the entry to the Festival cannot be accepted.

## Kent Festival Privacy Notice

The Kent Festival of Music, Speech and Drama: Speech and Drama section takes great care to preserve your privacy and safeguard any personal data you provide to us. This Privacy Notice explains how we will collect and use your personal data.

We may change this Privacy Notice from time to time so please check regularly to ensure that you are happy with any changes.

### 1. Who we are

We are the Kent Festival of Music, Speech and Drama: Speech and Drama section. We are a registered charity (Registered Charity Number 1037219).

### 2. What personal data do we collect?

We may collect personal data from such as;

Your name

Your address

Your date of birth

Your telephone number

Your email address

Your bank details

### 3. How do we use your personal data?

We will use your personal data in a number of ways which may include:

Processing your entry form to take part in the festival.

(a) Keeping you updated about your entry to the festival.

(b) Sending you copies of our syllabus.

(c) Keeping you updated about future festivals

(d) Processing any applications for an unpaid role within the festival

(e) Processing any donations made to us.

(f) Including your name in our printed programme.

(g) Responding to a general enquiry made to us.

(h) Dealing with a complaint or concern raised to us about one of our staff/volunteers/contractors.

### 4. Who do you share my share my personal data with?

We will only ever use your personal data to manage your festival involvement with us including keeping you up-to-date with any festival news.

If you are not involved in the festival, then we will only use your personal data to deal with the issue or enquiry that you have raised directly with us.

We will never sell your details to any third party and we do not buy any personal data.

We may share or disclose your personal data if we are required to do so by any law or court order

## 5. What is the legal basis for processing my information?

In some cases, we will only process your personal data where we have your specific consent to do so e.g. to include your name in our programme or to stay in touch with you about our next festival. We may also process your personal data because there is a legitimate interest for us to do so as part of our work, and it is reasonable to expect that your information would need to be processed by us for to complete this work. For example, it is reasonable for us to collect your name, address and contact details to be able to process your festival entry and you would reasonably expect this to happen for your festival entry to proceed.

Whenever we process your personal data under the legitimate interest lawful basis, we make sure that we consider your rights and interests and will not process your personal data if we feel that there is an imbalance, or you would not reasonably expect your data to be processed in this way.

## 6. How do you keep my information secure?

We have implemented appropriate physical, technical and organisational measures to protect the personal data from improper access, use, alteration, destruction and loss.

We may send communications to you by email. Email is not a fully secure means of communication, and whilst we do our utmost to keep our systems and communications protected we cannot guarantee this.

## 8. Your rights

You have various rights in respect of the personal data we hold about you. These rights are set out in more detail below:

- a. The right to be informed about the collection and use of your personal data;
- b. The right to access to your personal information;
- c. The right to object to processing of your personal information;
- d. The right to restrict the processing of your personal information;
- e. The right to personal data portability;
- f. The right to rectify your personal information;
- g. The right to erase your personal information;
- h. Rights in relation to automated decision making and profiling.

If you make a request relating to any of the rights listed above, we will consider each request in accordance with all applicable data protection laws and regulations. No administration fee will be charged for considering and/or complying with such a request unless the request is deemed to be excessive in nature.

Upon successful verification of your identity you are entitled to obtain the following information about your own personal information:

- a. The purposes of the collection, processing, use and storage of your personal data.
- b. The categories of personal data stored about you.
- c. The recipients or categories of recipients to whom your personal data has been or may be transmitted, along with the location of those recipients.
- d. The envisaged period of storage for your personal data or the rationale for determining the storage period.
- e. The use of any automated decision-making and/or profiling.

If you want to exercise any of these rights or make a complaint, you can by email [dengate31@gmail.com](mailto:dengate31@gmail.com) or write to:

The Data Manager  
1 Kettle Hill  
Eastling

Faversham  
Kent  
ME13 0BB

You can also make a complaint to the Information Commissioner's Office and the contact details and further information about how to do this can be found at: <https://ico.org.uk/>

In certain circumstances we might not be able to provide you with access to some of your personal information, but where appropriate, we will notify you of the reasons for this.

10. How long do you keep my information for?

Your personal data will not be retained by the festival for longer than necessary in relation to the purposes for which it was originally collected, or for which it was further processed, subject to certain legal obligations mentioned below

We will retain personal data in accordance with our data retention policy set out below. We review our data retention periods for personal data on a regular basis.

We will hold personal data relating to:

Your festival entry for [12 months] following the end the festival. Trophy winners' details will be retained until the trophies are returned safely to the festival.

Employment or volunteering with the festival for [2 years] following the end of your employment or volunteering with us.

Legacies or donations for [5 years] after to legacy or donation is received

Subscribing to our newsletter or email updates about future festivals - you can unsubscribe at any time from our mailing list.

The law allows you to withdraw your consent to any usage of your data at any time without needing to specify a reason. You can withdraw your consent by emailing us at [dengate31@gmail.com](mailto:dengate31@gmail.com)