



Privacy Policy for Reporting (example)

Introduction

This Privacy Policy outlines how we collect, use, and protect personal information provided through our Reporting Form related to poetry events. We are committed to ensuring that your privacy is respected and protected in accordance with relevant data protection laws.

1. Information We Collect

When you use our Reporting Form, we may collect the following types of information:

- Personal Information:
- Name (optional)
- Email address (optional)

Incident Details:

- Date of the incident
- Location of the incident
- A detailed account of the incident
- Names or contacts of witnesses (if provided)
- Information about prior reporting (if applicable)
- Any additional comments or information you choose to provide

2. Purpose of Data Collection

The information collected through the reporting form will be used for the following purposes:

- To facilitate the reporting and investigation of allegations.
- To ensure the safety and well-being of all participants in our poetry events.
- To enable follow-up communication if you have requested to be contacted.

3. Data Processing and Retention

- Confidentiality: All reports submitted through the form will be treated confidentially. Only designated personnel will have access to the information provided.



- Data Retention: We will retain the personal information collected only as long as necessary to fulfill the purposes outlined in this policy or as otherwise required by law.

4. Data Security

We take appropriate security measures to protect your personal information from unauthorised access, alteration, disclosure, or destruction. However, please be aware that no method of transmission over the internet or electronic storage is 100% secure.

5. Sharing of Information

We will not share your personal information with third parties without your consent, except where required by law or in the context of the investigation of the reported allegations.

Anonymised data may be shared externally for analysis or reporting purposes, but will not contain any identifiable personal information.

6. Your Rights

You have the right to:

- Request access to the personal information we hold about you.
- Request correction of any inaccurate or incomplete information.
- Withdraw your consent for data processing where applicable (subject to the limitations of law).

7. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be communicated to you through appropriate channels. We encourage you to review this policy periodically for any updates.

8. Contact Information

If you have any questions or concerns about this Privacy Policy or how your data is handled, please contact us at:

[Insert Contact Name]

[Insert Email Address]

[Insert Phone Number]



[Insert Address (if applicable)]

By implementing this privacy policy alongside the reporting structure, poetry promoters can foster a safe environment for participants while ensuring their personal information is handled properly. Remember to customize the contact information section, and keep the policy accessible to everyone involved in the organisation.