



NEWENT TOWN COUNCIL and BURIAL AUTHORITY DIGITAL EVENT CALENDAR POLICY NEWENT TOWN COUNCIL WEBSITE

Policy Adopted on 27th January 2025

To be reviewed annually

Purpose

The Event Calendar hosted on the Newent Town Council (NTC) website is designed to:

- Promote community events that foster community engagement and participation.
- Highlight council-run events to encourage inclusivity and awareness of council activities.
- Increase community awareness of events and activities within Newent and its surrounding areas.

Event Types to Include

The Event Calendar will feature:

- Community events organized for public benefit.
- One-off commercial events open to the public.
- Events occurring within a 6-mile radius of Newent.

Event Types to Exclude

The following types of events will not be included:

- Classes or recurring activities, such as weekly workshops or fitness sessions.
- Political events, including rallies, fundraisers, or events affiliated with political campaigns.

Event Submission and Approval Process

Requests to add events must be submitted through the designated form on the NTC website. Submitted events will be reviewed and approved by NTC staff twice weekly to ensure they meet the criteria outlined in this policy.

NTC reserves the right to edit event descriptions after discussion with the organisation or organiser for clarity and to align with council communication standards.

NTC reserves the right to reject submissions that do not meet the eligibility requirements or are deemed inappropriate.

Submission Requirements

All event submissions must:

- Provide complete and accurate details, including event name, date, time, location, and description.
- Include the name and contact information of the event organizer.
- Be submitted at least two weeks prior to the event date to allow sufficient time for review and posting.

Calendar Access and Usage

The Event Calendar will be hosted exclusively on the NTC website to ensure centralized access.

Other websites may link to the calendar but must direct users to the NTC website. Embedding the calendar on external websites is strictly prohibited.

Data Protection and GDPR Compliance

The management and processing of event submissions will adhere to the General Data Protection Regulation (GDPR) and the council's Data Protection Policy.

- Personal information provided by event organizers (e.g., names, email addresses) will only be used for the purpose of reviewing and approving events and will not be shared without consent.
- Submitted event data will be stored securely and retained only as long as necessary for the administration of the Event Calendar.
- Event organizers have the right to request corrections or deletion of their personal data by contacting NTC.

Disclaimer

NTC is not responsible for the accuracy of event details provided by organizers. Changes, cancellations, or disputes must be addressed directly with the event organizer. Inclusion of an event on the calendar does not imply endorsement or sponsorship by NTC.

Cross-Referenced Policies

This policy should be read in conjunction with other relevant NTC policies available at newenttowncouncil.gov.uk, including:

- Data Protection Policy
- Website Accessibility Policy
- Privacy Notice

Policy Review

This policy will be reviewed annually to ensure compliance with GDPR, in line with council objectives.