

# Fleet Choral Society (FCS) Privacy Policy

FCS treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

## What personal information do we collect?

When you become a member of FCS you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription preferences

Please note FCS does not collect or store any of your medical or financial data.

## How do we collect this personal information?

All the information collected is obtained directly from you via the membership application form. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with FCS.

## How do we use your personal information?

We use your personal information:

- For administration, planning and management of FCS
- To communicate with you about FCS activities

We will send you messages by email, post or telephone to advise you of FCS activities.

## With whom do we share your personal information?

We may disclose information about you, including your personal information

- Internally - to committee members and section leaders – as required to facilitate your participation in FCS activities;
- Externally – with your consent - to travel agents in connection with overseas tours; and
- If we have a statutory duty to disclose it for other legal and regulatory reasons e.g. Gift Aid.

In the unlikely event that we need to share your information outside of FCS, we will seek your consent (where it has not already been given) and inform you with whom the information will be shared and for what purpose.

## How long do we keep your personal information?

In most instances information about your membership will be stored for as long as you are a member and will be refreshed every 12 months on renewal. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case member/s will be informed as to how long the information will be held and when it is deleted.

## How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform FCS as to any changes to their personal information. You can do this by contacting the membership secretary as detailed in the FCS Annual Programme email issued in August. Annually, you will have the opportunity to update your information, if necessary, through the membership renewal process. Should you wish to view the information that FCS holds on you, you can make this request by contacting the membership secretary, as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

## How do we store your personal information?

### On Paper

Recently completed Membership Forms, and where necessary, historic forms are stored at the Membership Secretary's residence.

### Electronically

Committee members and section leaders hold personal data necessary to manage FCS and communicate with you. This data is kept on computer files such as Excel or Word protected with a strong password. If there are paper copies containing personal information then these are kept securely.

## Availability and changes to this policy

This policy is available at [www.fleetchoralsociety.org](http://www.fleetchoralsociety.org). This policy may change from time to time. If we make any material changes we will make members aware of this via email or post.

## Contact

If you have any queries about this policy or have any complaints about our privacy practices, please contact the membership secretary as detailed above.

To be read in conjunction with FCS Data Protection Policy.

Approved by FCS committee 19<sup>th</sup> June 2023

Policy Review date – Jun 2024