

PRIVACY AND DATA PROTECTION POLICIES

Fernhurst Choral Society (“FCS” or “the Society”) is committed to protecting and respecting individuals’ privacy and protecting their personal data. These policies define what personal data FCS collects, how such data are used, how long the data are kept and how such data are protected.

Personal data held by FCS

FCS only collects personal data where lawful and necessary for its legitimate interests as a membership organisation. It does not hold any personal data on an individual’s gender, colour, race, religion, sexual orientation or political affiliation.

The personal data held includes:

- i) Data obtained from an individual’s Membership form(s), including any Gift Aid Declaration(s).
- ii) Data related to an individual’s membership, participation in FCS concerts and events, the purchase of concert and event tickets, and any donations.
- iii) Data on Trustees, bank account signatories and individuals who incur expenditure on behalf of the Society, including their bank account details and data required by the Charity Commission and financial institutions.
- iv) Data obtained from an individual’s Friend’s form(s), including any Gift Aid Declaration(s), plus a Friend’s donations and (optionally) their bank account details.
- v) Data on its Musical Director, Rehearsal Accompanist, and the soloists and musicians who perform at FCS concerts and events.
- vi) Data on people who purchase tickets for FCS concerts and events.
- vii) Data on members and Friends who have opted-in to receiving marketing e-mails from third-party music-related organisations.
- viii) Data on people who have purchased tickets for FCS concerts and events who have opted-in to receiving e-mails about future FCS activities.
- ix) If approved by an individual, photographs and videos that identify them.

How personal data are used

The personal data collected by FCS are used internally for legitimate purposes relating to the Society’s administration and management. There are several exceptional uses:

- a) If a member or Friend has opted-in to receiving marketing e-mails from third-party music-related organisations, their contact details are used to distribute such e-mails.
- b) If a purchaser of a ticket for an FCS concert or event has opted-in to receiving e-mails on future FCS concerts and events, their contact details are used to distribute e-mails to inform them of such activities.
- c) If a person has given approval to FCS holding photographs and videos for these purposes, their images may be used on the Society’s marketing material, website, Facebook page and Twitter feed.

Sharing of personal data

FCS only shares personal data with third parties in these very limited circumstances:

- a) Members' participation in the Petersfield Musical Festival.
- b) Making Gift Aid claims to HMRC.
- c) Any requests for financial data from the Independent Examiner of the Society's Accounts.
- d) Sending Trustee data to the Charity Commission and signatory information to financial institutions.

Who holds personal data and for how long?

Personal data are held by the Society's current Executive Committee members, Membership Secretary, Social Secretary and Publicity Officer, who solely hold personal data relevant to their role(s).

Personal data are held for the minimal periods required to meet legal and HMRC requirements and to ensure the effective administration of the Society, with any older personal data being deleted or anonymised. For example:

1. The Society's Accounts, financial transactions and Gift Aid Declarations are held for the current financial year and six full previous financial years.
2. Members' personal data (other than data in point 1 above and point 5 below) are held for current members and for people who were members in the two previous seasons.
3. Friends' personal data (other than data in point 1 above) are held for current Friends and for any people who were Friends in the two previous financial years.
4. Personal data on non-member purchasers of FCS concert and event tickets (other than data in point 1 above) are kept for the current season and the previous season.
5. Photographs and videos are kept for four years.

Data Protection

All digital files that contain personal data are password-protected. Such passwords are changed at least annually and are kept secret and secure. All paper files containing personal data are kept securely.

Reviews

FCS reviews the personal data it holds and its Privacy and Data Protection Policies every two years. The next review will occur in 2020.

Your rights

Please contact the Society's Data Protection Officer, if you want to do any of the following: change your personal details; receive a copy of your personal data; amend any inaccurate or incomplete personal data about you; amend the purposes for which your personal data are used; delete all your personal data.

The Data Protection Officer will respond to these requests as soon as possible, and no later than one month after the receipt of a request. Please note that certain data may have to be retained for legal or accounting reasons and that a request to delete all your personal data may mean that you will no longer be a member or Friend of the Society.