fcc

Finchley Chamber Choir – Privacy and data protection

Finchley Chamber Choir (FCC) is committed to protecting your personal data. FCC adheres to the UK General Data Protection Regulation and the 2018 Data Protection Act:

- We only collect personal data for specified and lawful purposes;
- We collect the minimum amount of data needed for these purposes;
- We keep the data up to date;
- We store the data securely; and
- We don't give the data to anyone outside the organisation without your permission, except to our service providers as outlined in Section G below.

Please see below for more information about the types of data we collect and what we use it for. We do not collect or use any personal data about our members or supporters that is sensitive in nature ("special categories of personal data" under the GDPR).

A If you are a choir member

We collect the following information about choir members:

Type of information	Used for
Contact details (Name, postal & email address, home / work / mobile phone numbers)	Keeping you informed about choir events, sending you rehearsal information, circulating information about other events which may be of interest
Gift Aid declaration if applicable	Claiming Gift Aid from HMRC
Records of subs you've paid or donations you've made	Financial record keeping
Attendance at rehearsals	Monitoring member engagement
Photographs	Choir publicity

We do not share the information with anyone else outside our organisation, except our Service providers (see below).

Please note that we circulate an address list showing current choir members' contact details to everyone in the choir, usually once a term. This is to make it easier for choir members to get in touch with each other. Choir members are invited to join the FCC Official WhatsApp group to receive updates and reminders about choir events.

When you leave the choir, we normally move your name & address (postal & email) to our mailing list – please see below. If you'd prefer not to continue receiving these mailings, please email marketing@fcchoir.co.uk to let us know.

B If you are a patron

We collect the following information about patrons:

Type of information	Used for
Contact details (Name, postal & email address, mobile phone number)	Keeping you informed about choir events
Gift Aid declaration if applicable	Claiming Gift Aid from HMRC
Records of subs you've paid or donations you've made	Financial record keeping

We do not share the information with anyone else outside our organisation, except our Service providers (see below).

If you choose to stop being a patron, we normally move your name & address (postal & email) to our mailing list.

C If you are on our mailing list

We collect the following information about people on our mailing list:

Type of information	Used for
Address (Name, postal & email address)	Keeping you informed about choir events

Any marketing/promotional communication we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails). Alternatively, please email marketing@fcchoir.co.uk to opt out.

We do not share the information with anyone else outside our organisation, except for our Service providers (see below). We do not include children under 16 on our mailing list.

D If you are buying tickets to FCC events

You can buy tickets to FCC concerts via the TIcketSource ticketing portal. You will need to provide your name and email address when you book tickets online. We will use this only for the purpose of providing your tickets, and will not share it with any third party, unless you agree to be added to our mailing list. We do not store your payment card details or any other financial data, but we'll store your name and email address for 24 months. Please see TicketSource's Terms and Conditions and Customer Data Privacy Policy for full details of the relevant policies.

E If you visit our website

Many websites use cookie technology when a person visits our website to collect and analyse anonymised data on how many people have visited, what pages they have looked at and other statistical information. You can find out more about cookies and their use on the internet from www.allaboutcookies.org.

You can control which cookies are placed on your devices using the Manage Cookie Consent button on our website. For further information please see our Cookies notice.

If you complete a contact form on our website, the personal information you choose to share with us will be added to our mailing list – please see C If you are on our mailing list for more information. If you apply to join the choir, the information you provide will be shared with the Secretary, Chair and Musical Director.

F If you are employed or contracted by FCC

We may need (for administration or for legal/regulatory reasons) to collect personal or sensitive personal data on employees or contractors of FCC. Where this is the case, we will explain what this is for at the point of collection.

G Our Service Providers

We sometimes use third party services to process your data (e.g. Google Dive). We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR.

Name of service provider	Used for	For more information
TicketSource	Online and telephone ticket sales	https://www.ticketsource.com/kb/terms-of-use/customer-data-privacy-policy
Brevo	Contact management and emails; support for contact forms on our web site	https://help.brevo.com/hc/en-us/articles/360001258744-How-does-Brevo-comply-with-the-GDPR
Google Drive	Financial records and Gift Aid claims	https://policies.google.com/privacy
JustGiving	Financial records and Gift Aid claims	https://www.justgiving.com/about/info/privacy-policy-app

How is the information stored and who can see it?

Information about our members, patrons, and mailing list supporters is collected by members of FCC's committee or by their delegates. Some personal data (e.g. Gift Aid forms) may be held as paper documents by these individuals. Information may be shared between these individuals as necessary (for example, patrons' forms are shared between the Patrons' Scheme Coordinator and the Treasurer). Information is only shared with individuals who need access for the purposes described above. We use service providers located in the UK or the EU who are also compliant with UK privacy laws.

We retain your details on our mailing list until you ask us to remove it. If you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data to preserve a record of your consent having been withdrawn.

If you need more information...

If you have questions or complaints about how FCC is handling your personal data, please contact marketing@fcchoir.co.uk. You may contact us if:

- You want to know what personal data FCC holds about you;
- You want us to know that the information we hold about you is incorrect or inaccurate;
- You wish to stop receiving mailings from us; or
- You wish us to delete the personal data we hold about you (we will respect your wishes unless there is a legal requirement to retain the data, for example as part of our financial record keeping).

You have the right to contact the Information Commissioner's Office if you are not happy about the way FCC has responded to your query or complaint. You can find out more about your rights on the Information Commission's Office website.