

## Fareham Philharmonic Choir Data Management Policy

FPC undertakes to keep members' personal data safe, secure and up to date by FPC and its officers.

The Hon. Secretary and Hon Treasurer will keep a copy of members' personal data to enable them to fulfil their roles and to manage the choir.

FPC will keep the following information about a member:

- name
- address
- date of birth
- sex
- choral experience
- details of any known disability
- emergency contact details

FPC will also keep details about a member such as:

- singing history with the FPC
- Any roles undertaken for FPC with the dates
- any accidents connected with FPC activities
- any training given or taken
- any disciplinary action taken

Those members who kindly allow us to claim Gift Aid should note that FPC will share name, address and amount donated with HMRC.

Data will not be sold or given to other organisations. Should the need arise, FPC committee will seek explicit permission from the members involved.

Data Management will conform to best practice, as recommended by the Government in The **General Data Protection Regulation (GDPR)** (Regulation (EU) 2016/679), in force from 25<sup>th</sup> May 2018.

Personal data will be held until the AGM following a member leaving, unless express permission to hold it longer has been obtained.

The *right to erasure* in the version of the GDPR adopted by the European Parliament in March 2014. Article 17 provides that the data subject has the right to request erasure of personal data related to them on any one of a number of grounds including non-compliance with article 6.1 (lawfulness) that includes a case (f) where the legitimate interests of the controller is overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data.

## Consent Form for FPC records until AGM 2019

**Please tick the appropriate boxes**

**Yes No**

### Taking Part

- I have read and understood the data management sheet dated February 2018.  Yes  No
- I have been given the opportunity to ask questions about the data management.  Yes  No
- I agree to take part in the FPC activities. Taking part in these may include being interviewed and recorded (audio or video).<sup>1</sup>  Yes  No
- I understand that my taking part is voluntary; I can withdraw from FPC at any time and I do not have to give any reasons for why I no longer want to take part.  Yes  No

### Use of the information I provide for FPC only

- I understand my personal details such as phone number and address will not be revealed to people outside FPC.  Yes  No
- I understand that my words may be quoted in publications, reports, web pages, and other research outputs.  Yes  No

*Please choose **one** of the following two options:*

- I would like my real name used in the above  Yes
- I would **not** like my real name to be used in the above.  No

### Use of the information I provide beyond FPC

- I agree for the data I provide to be archived with the FPC designated officers (Secretary and Treasurer).<sup>2</sup>  Yes  No
- I understand that my email may be used to receive information from partner music organisations. My data will not be given to those organisations.  Yes  No
- I **consent** to this use of my email  Yes
- I do not consent to this use of my email and would like to be taken off this list.  No

### So we can use the information you provide legally

- I agree to assign the copyright I hold in any materials related to FPC to the designated representative of FPC [J Cox Hon. Sec.].  Yes  No

\_\_\_\_\_  
Name of participant [printed]      Signature      Date

\_\_\_\_\_  
Representative of FPC [printed]      Signature      Date