



## **FEDERATION OF CATHEDRAL OLD CHORISTERS' ASSOCIATIONS**

### **General Data Protection Regulations (GDPR) Policy & Privacy Statement**

#### **FCOCA Policy**

The Federation of Cathedral Old Choristers' Associations (FCOCA) is a non-profit organisation providing a common point of contact and support for ex-chorister associations of cathedrals, colleges and churches, which themselves have or have had a choral music foundation.

The FCOCA holds records of associations in the UK and internationally. For each association it records the name of the association and, where applicable, its website address or that of the establishment from which it is derived. It also records the name and contact details of the Primary Contact at the association, as provided by the association and, for members, where it is provided by them, it may record, in respect of the Primary Contact, their email address, postal address, landline telephone number, mobile telephone number and fax number. Similar details may also be recorded for their Federation Representative where one is appointed and other contacts as provided by the member Association.

The FCOCA may also hold records of individual members, not associated with a member association. The data held in addition to their name, may include their email address, postal address, landline telephone number, mobile telephone number, as provided by them.

#### **Reasons for holding data**

The primary reason for the FCOCA to process data is to enable it to maintain contact and support for member and prospective member associations. Specifically, this will be to inform member associations and individual members of forthcoming AGMs, Festivals and other events organised by the FCOCA, to circulate a newsletters and to notify member associations and individual members of any other appropriate and relevant information.

Wherever possible, communication from the FCOCA to individuals whose details are processed by the FCOCA will be by email.

#### **Legal basis**

As a non-profit organisation with, primarily, recreational activities, we are not required to register with the ICO or to appoint a Data Protection Officer. The Data Controller is the Honorary Secretary of the FCOCA. We believe and intend that the legal basis on which we hold is under legitimate interest. For this reason, we are not intending to request consent to process the data we hold unless the reasons for holding data should change in the future.

## **FCOCA Data Privacy Statement**

The FCOCA holds and processes only those personal data that it requires to maintain contact with the representatives of its member associations and as provided and updated by them.

### **Data held**

Data is held, primarily in electronic format (Microsoft Office documents and Google Mail) on a personal computer of the Honorary Secretary. Data may also be held by other FCOCA elected officers, including the Chair for the purpose of sharing relevant information, the Honorary Treasurer, for the purpose of issuing invoices for annual subscriptions, the Development Officer, for the purpose of promoting the activities of the FCOCA and the Regional Representatives to enable them to maintain support for associations in their respective region.

Records of contacts are removed upon notification received by FCOCA. No history of these records is maintained. Any association may request removal of or a change to their data at any time.

The FCOCA maintains a register of attendees at the Annual General Meeting, each attendee personally signing the register. The register records the attendees name and the association they represent. Where the AGM is held by video conference, attendees names are recorded by the Honorary Secretary and included in the minutes of the meeting.

Attendees at the Annual Festival are listed and may be provided to all Festival attendees. A copy of these lists is held in physical archive by the Honorary Secretary. They record only the name of the attendees and the association they represent.

No data is shared with any other organisation.

From the 1<sup>st</sup> May 2018, no details of Primary Contacts or Federation Representatives, are published on the Federation website.

### **Further information**

Requests for details of any data held by the FCOCA and requests for any changes to be made to data held should be made by email or by post to the FCOCA Honorary Secretary as detailed below.

Questions related to the FCOCA's data policy should also be addressed to the Honorary Secretary.

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Alastair Pollard  
Honorary Secretary, FCOCA  
7 Masham Close, Harrogate, HG2 8QG  
[secretary@fcoca.org.uk](mailto:secretary@fcoca.org.uk)