



## **FRIENDS OF HIGHLAND MUSIC DATA PRIVACY NOTICE**

Preservation of your privacy is important to Friends of Highland Music (FoHM). FoHM operates under the General Data Protection Regulation 2018 which regulates the collection of your personal information. Under the terms of the General Data Protection Regulation 2018 FoHM considers that it has a legitimate interest in collecting personal information. This privacy policy describes how we collect, use and protect your personal information.

### **What is FoHM?**

FoHM is a charity, regulated by the Scottish Charity Regulator, registered charity No. SCO22098. The charity is to promote education concerning the music, literature, poetry, art and culture of the Highlands and Islands and other areas of Scotland, to make grants and to accept membership in furtherance of this.

### **What information may we hold about you?**

We may hold personal data including names, addresses, telephone numbers, email addresses and /or Bank Details or Card Details.

### **Why do we need your personal information?**

The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the charity and manage our relationship with you effectively, lawfully and appropriately, This includes using information to enable us to pursue the legitimate interests of the FoHM in communication with you and the administration of the charity.

### **What we do with your personal information?**

The FoHM and their Committee Members process all the personal information we collect for the purposes of the charity. It is held electronically, in password protected computers and/or in confidentially held paper form. We will never pass on your personal data to anyone other than existing FoHM Committee members and FoHM's Bank.

### **How long do we keep your personal information?**

FoHM has agreed to keep your data until you cancel your membership with us or, for recipients of grant funding from FoHM, for the period of one year from receipt of a report by FoHM on the funded event.

## **Security**

We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

Communications in connection with the charity will, where possible, be sent by e-mail. For ease of use and compatibility, communications will not be sent in an encrypted form. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free

## **What are your rights?**

If at any point you wish to access your personal information or believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal information, you can contact us to have the matter investigated. Please contact the FoHM Secretary via the FoHM Website: [www.friendsofhighlandmusic.org](http://www.friendsofhighlandmusic.org)

If you are not satisfied with our response or believe we are processing your personal information not in accordance with the law you can complain to the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).