

## **PRIVACY NOTICE**

### **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, email address, phone numbers or address) or in conjunction with any other information. The processing of personal data is governed by [the General Data Protection Regulation (the “GDPR”).

### **Who are we?**

This Privacy Notice is provided to you by the National Committee Fellowship of Christian Motorcyclists (FCM) who are the data controllers for your data.

### **How do we process your personal data?**

We will comply with our legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data or store data for longer than is necessary; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes: -

1. To notify you of our meetings and events;
2. To send you communications which you have requested and that may be of interest to you;
3. To seek your views or comments;
4. To enable members to keep in touch with each other
5. To maintain our accounts and records (including tax information sent to third parties);

### **What data do we process?**

1. Names, titles.
2. Contact details such as phone numbers, addresses, and email addresses.
3. Motorcycles owned, previous posts held within the FCM.
4. Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers (Held solely by the Treasurer).
5. Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to logs of accidents, injuries and insurance claims.

The data we process is likely to constitute special category data because, as a Christian organisation, the fact that we process your data at all may be suggestive of your religious beliefs. We may also process other categories of sensitive personal data: mental and physical health, details of injuries, medication/treatment received as items for prayer and news amongst the membership.

### **What is the legal basis for processing your personal data?**

Some of our processing is necessary for compliance with a legal obligation and needs to be shared with third parties (such as the provider of our Public Liability insurance). We will always take into account your interests, rights and freedoms.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with using FCM equipment.

Religious organisations are permitted to process information about your religious beliefs to administer membership or contact details.

Religious organisations are also permitted to process special categories of data in the course of legitimate activities with appropriate safeguards and on condition that the processing relates solely to the members, or to people who have regular contact with us in connection with our purposes and that their personal data are not disclosed to outside bodies without their consent. Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent.

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

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 6 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:

1. The right to access any information we hold on you  
At any point, you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
2. The right to correct and update the information we hold on you  
If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your information erased  
If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.  
When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or administration purposes).
4. The right to object to the processing of your data  
You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights.
5. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.  
You can withdraw consent easily by telephone, email, or post (see Contact Details below).

When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such cases, we will need you to respond with proof of your identity before you can exercise these rights.

### **Changes to this notice**

This document is the Fellowship of Christian Motorcyclists version 1.0. We keep this Privacy Notice under regular review. This Notice was last updated in May 2018. For information on previous versions please contact the Data Protection Controller using the contact details listed at the end of this policy.

### **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Protection Manager, C/o The Fellowship of Christian Motorcyclists, 60 Siloam Place, Ipswich, Suffolk, IP3 0FE

Email: [membership@fcm-mail.org.uk](mailto:membership@fcm-mail.org.uk)

Policy agreed and adopted by the National Committee: May 2018

Review: January 2019