

facc.org.uk is committed to respecting your privacy and protecting your personal information. **facc.org.uk** will be transparent about the information It is collecting and what It will do with it.

1. The types of personal data facc.org.uk processes

The types of personal data which is collected includes:

Name – Organisation - Email address

2. The purpose and legal basis of processing personal data

facc.org.uk collects personal information for a specific purpose, published exclusively at www.facc.org.uk

3. Your personal data rights

facc.org.uk will respect all your data subject rights. If **facc.org.uk** does hold information about you, we will:

- Give you the right of Access: at any time, you can ask for a copy of your personal information.
- Respond with whether data is held or not.
- If data is held then a copy of the information will be submitted to you.

facc.org.uk will also observe the:

- **Right of Rectification:** allows you to submit changes to your records and once changes are verified, they will be amended on the www.facc.org.uk website.
- **Right of Erasure:** if you request your data to be erased, then it will be removed.

4. Retention periods

All personal data collected will not be held for any longer than is necessary.

Data collected under consent will be used until consent is withdrawn or if it is no longer useful for the purpose for which it was collected. This does not affect your rights as data subject.

5. Sharing personal data

Information will not directly be shared with 3rd parties although it will be publicly available through the website, www.facc.org.uk.

6. Information security

facc.org.uk will ensure:

- personal electronic records are securely kept in secure premises
- only personnel authorised will have access to your personal data records on a need to know basis.

7. Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

8. Changes to this privacy notice

We keep our privacy notice under regular review, and we will place any updates on this webpage. At the start of this privacy notice we will tell you when it was late updated.

9. Complaints and queries

To request personal information we hold, put a request in writing using the address below providing:

- Name and postal address
- Details of your request
- Signature and the date

Data Protection Officer

facc.org.uk, 6 Glebe Road Crondall, Farnham, GU10 5PJ