



## **Fochabers Public Institute**

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Fochabers Public Institute (FPI thereafter) – data policy.

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The website hosting company have their own privacy policy at

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**Booking forms – hard copy by post.** Forms are received by post or by hand. Information is stored on laptop or PC (as above) and a hard copy is retained in a secure location. Where relevant information is retained for up to 7 years (for anything VAT related).

**Data storage.** Contact details (name, address, phone number and email address) are retained to communicate with users and other groups.

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