

DATA PRIVACY NOTICE



The Guild of Devonshire Ringers

1. Your personal data – what is it?

Personal data relate to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Guild of Devonshire Ringers is the data controller (contact details below). This means that it decides how your personal data are processed and for what purposes.

3. How do we process your personal data?

The Guild of Devonshire Ringers complies with its obligations under the "GDPR" by:

- Keeping personal data up to date;
- Storing and destroying it securely;
- Not collecting or retaining excessive amounts of data;
- Protecting personal data from loss, misuse, unauthorised access and disclosure;
- Ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of Guild members as specified in our Rules;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events and activities and services organised or supported by the Guild.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about Guild events, activities and services in order to find leaders and volunteers for those activities.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid.
- Processing is necessary for the legitimate interests of the data controller, provided that:
 - The processing relates only to Guild members or former members (or those who have regular contact with it in connection with those purposes); and
 - There is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only with other Guild members for purposes connected with the Guild. We will share your data with third parties outside of the Guild only if you consent to this.

6. For how long do we keep your personal data¹?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website [see footnote for link].

Specifically, we retain:

- Membership data while it is still current;
- Gift Aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate;
- Guild performances (peal records) and historic documents (the Guild certificate register, minute books and newsletters) permanently.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of personal data that the Guild holds about you;
- The right to request that the Guild correct any personal data if they are found to be inaccurate or out of date;
- The right to request erasure of your personal data where it is no longer necessary for the Guild to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction be placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioner’s Office.

8. Further processing

If we wish to use your personal data for a new purpose that is not covered by this Data Privacy Notice, we will provide you with a new notice explaining this new use and setting out the relevant purposes and processing conditions prior to commencement of the processing. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

For the exercise of all relevant rights, queries or complaints, in the first instance contact please the Guild General Secretary via email (secretary@devonringers.org.uk) or at the address listed in the Guild Annual Report.

You can contact the Information Commissioner’s Office on 0303 123 1113, via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

¹ Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>