



Privacy Notice

1. Introduction

The Guild of Devonshire Ringers (the "Guild") is a charity registered with the Charity Commission in England and Wales. Our charity number is 1002950 and our registered address is specified in Section 13 (Contact Details). In this Notice, references to 'we' and 'us' mean the Guild.

When you provide us with personal data in order to engage with us and/or benefit from our activities, we will keep a record of the data you give to us in order to enable us to comply with our statutory obligations and to achieve our charitable objectives of :

- the promotion and fostering of the ringing of bells for Christian worship and on other appropriate occasions;
- the provision of financial assistance to churches within Devon for the purpose of maintaining and improving their bell installations.

For the purposes of the General Data Protection Regulation 2016/279 (GDPR), the Guild through its Trustees will be a Data Controller in respect of your personal data. Please be aware that our branches form part of the Guild and are not separate legal entities.

Everyone has rights regarding how their personal data is handled by organisations. The Guild is committed to ensuring that personal data is properly and securely managed in accordance with the relevant data protection laws, and believes this is an important part of achieving trust and confidence between the Guild and those with whom it interacts. Please read this Notice to understand how we use and protect the information that you provide to us or that we obtain or hold about you, and to understand what your rights are in relation to information that we hold. This Notice applies to information about identifiable living individuals only.

2. Your personal data - what is it?

Personal data relates 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 GDPR.

3. Who are we?

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

4. How do we process your personal data?

The Guild complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable the administration of the Guild including allowing the Secretary to maintain contact with members and branch Secretaries to maintain contact with the members of their branch.
- To track the certificate number issued to qualifying members.
- To capture data of historical interest including details of peals and quarter peals rung.
- To maintain our own accounts and records (including processing gift aid applications).
- To prepare an Annual Report and regular newsletter for Guild members.

5. Type/classes of information processed

We process information relevant to the purposes listed above, which may include:

- Personal details as they relate to membership records and bellringing activities including the recording of notable bellringing achievements by Guild members
- Membership details (membership type, address and contact details, date of election, date of Guild certificate award as appropriate)
- Financial details in respect of membership payments, donations and Gift Aid.

6. Who the information is processed about

We process personal information about:

- Members and volunteers
- Trustees
- Complainants and supporters
- Enquirers
- Advisers and representatives of organisations with aims and objectives similar to the Guild.

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

- Processing is carried out for the legitimate interests of a not-for-profit body and:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes);
 - there is no disclosure to a third party without consent.
- Consent of the data subject so that we can keep you informed about news, events and activities.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid.

8. Sharing your personal data

Your personal data will only be accessed by Guild officers as far as is required by that officer's role and in furtherance of the objectives of the Guild.

We may share your information with government bodies for tax purposes or law enforcement agencies for the prevention and detection of crime.

Sometimes the Guild contracts with third parties whom we ask to process personal data on our behalf (e.g. IT consultants, web hosting companies). We require these third parties to comply strictly with our instructions and with the GDPR.

We also may be required to share your personal data with HMRC so that the Guild can benefit from Gift Aid declarations you have made.

9. How long do we keep your personal data?

Your personal data will be kept in accordance with the Guild [data retention schedule](#). Amongst other things this schedule defines how long your data is retained after your membership lapses.

A limited amount of personal data relating to notable bellringing achievements is retained permanently as a valuable historical record.

10. 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 the personal data which the Guild holds about you;
- The right to request that the Guild corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Guild to retain such data;
- The right to withdraw your consent to the processing of your personal data 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 is placed on further processing;
- The right to lodge a complaint with the Information Commissioner's Office.

11. Cookies

Cookies, also known as browser or tracking cookies, are small text files that are added to your computer when you visit a website. They help websites to perform certain functions e.g. to know who you are if you log into a restricted part of a website, for shopping carts, and for tracking purposes.

The Guild website uses cookies and you are invited to opt-in or opt-out of their use on your first visit. You can review your cookie settings at any time.

Please note you cannot opt-out of the deployment of cookies that are necessary for delivery of our website or services to visitors.

12. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will agree a new notice, including the relevant purposes and processing conditions, at a Guild meeting prior to commencing the processing. Where, and whenever necessary, we will seek your prior consent to the new processing.

13. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Guild Secretary:

John Martin

34 Woodland Drive

Exeter

Devon

EX2 7PS

secretary@devonringers.org.uk

You can contact the Information Commissioner's Office on 0303 123 1113 or 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.