



## **Privacy Policy – Version 1**

**The Worcestershire & Districts Change Ringing Association (W&DCRA)**

**including**

**The Worcestershire & Districts Change Ringing Association Belfry Repairs Fund (BRF) Registered Charity Number 505098**

### **1. Personal data collected by The Association**

Personal information is any information that can be used to identify a living person.

The Association collects and processes information about:

- Association members
- Attendees at meetings
- Supporters and donors
- Enquirers
- Members of other organisations with similar interests
- Advisers, suppliers and contractors
- Authorities responsible for tower bells used by The Association
- Complainants

### **2. How personal information is collected and why it is processed**

The personal information that we hold is provided to The Association by the individual named.

Personal data is processed by The Association based on *Legitimate Interest* so that The Association can manage its affairs according to its Rules.

Personal data on a Gift Aid Declaration and personal data for Trustees of the BRF will be processed based on *Legal Obligation* to do so.

Personal data is processed by The Association based on *Consent* for those who are not members.

### **3. Types of personal information collected**

For members, the following information is collected:

- Full names, title, and membership class for membership records
- Date of election, date membership ceased, Branch and tower
- Contact details: phone, email, address
- Date of birth if under 19, for safeguarding and insurance purposes
- Subscriptions paid
- Bank account details for subscriptions, donations, payments, expenses
- Gift aid declarations (if provided)

For members under 18 years of age, the full names, title and contact details of a parent / guardian will be collected.

No photography or video recordings of members will be taken or processed without their explicit individual consent.

For the purpose of being a Trustee of the Bell Restoration Fund, the Clerk to the Fund has to confirm with the Charity Commission that persons becoming trustees of the BRF are over 18 and are not disqualified from being trustees by virtue of bankruptcy.

The following personal information may be collected for non-members:

Names, title, contact details (phone, email, address)

Any other personal information disclosed to The Association will be held by the appropriate Officers and Members on a need to know basis only.

#### **4. Sharing of personal data**

Data will be retained by Association Officers and Central Committee Members, Branch Committee members, Report Editor, 300 Club Organiser and webmaster. Data will not be shared with other parties. Data deemed necessary by a law enforcement authority to fulfil its law enforcement purposes, will be shared.

Data processing activities undertaken by towers of which an Association member is also a member, are subject to the data privacy policies of the Church Authority concerned.

#### **5. Retention, storage, and deletion of data**

Those holding personal data relating to The Association must do so securely. Computer systems must be password protected and with suitable security protection software running. Computer systems that have held Association data must be disposed of securely.

Paper records will be retained in a way that means that they cannot be accessed by anyone who does not have the right to do so. Minute books and Annual Reports are retained permanently. Older records may be deposited with Worcestershire Archive and Archaeology Service.

When an individual leaves a post they must pass all current data and data to be retained to their successor within one month and delete electronic data from their computer systems.

Membership information and financial data will be retained in accordance with the requirements of the Charity Commission and HMRC.

Personal data will not be disclosed by The Association to third parties by any means without the explicit consent of the individual concerned.

Ringing records, including but not limited to peals and quarter peal records, are considered to be public information.

Historic records deposited with the Worcestershire Archive and Archaeology Service will be marked appropriately when deposited, and protected appropriately by the Service, according to their access policy.

## 6. Your rights

Individuals have the right to request a copy of the personal data about them held by The Association and have the right to request that data is correct. Members must be aware that some information must be retained about them if they wish to remain a member.

## 7. Contact Details

If you have any concerns about our use of your personal information, please contact:

W&DCRA General Secretary

[Gen.Sec@wdcra.org.uk](mailto:Gen.Sec@wdcra.org.uk)

W&DCRA Clerk to the Belfry Repair Fund

[Clerk@wdcra.org.uk](mailto:Clerk@wdcra.org.uk)

[www.wdcra.org.uk](http://www.wdcra.org.uk)

You can also complain to the ICO if you are unhappy with The Association has used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

## Document information

**Version 1** - *Approved by the W&DCRA Central Committee at the meeting on 8th March 2024*

*This policy will be reviewed at least annually at the first Central Committee meeting after the W&DCRA AGM. The current version will be available on the W&DCRA website.*