

DATA PRIVACY NOTICE

(draft v0.4)



The Surrey Association of Church Bell Ringers

1. 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. From the 25th May 2018 processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Surrey Association of Church Bell Ringers ('The Surrey Association') is a voluntary organisation working to the benefit of the bellringing community in the geographical area specified in our constitution (www.surreybellringers.org.uk). For the purposes of data protection we are a data controller (contact details below). This means we decide how your personal data is processed and for what purposes.

The Association represents and supports local groups of ringers, 'bands', who are affiliated to individual churches. For the avoidance of doubt these bands are separate and distinct entities from the Surrey Association and any data processing activities they undertake are subject to the data privacy policies of their parochial church council.

3. How do we process your personal data?

The Surrey Association 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 us to provide voluntary services for the benefit of the bellringing community in the geographical area specified in our constitution;
- To administer membership records and maintain our own accounts and records;
- To fundraise and promote the interests of the belfry repair fund charity;
- To publish directories of officers, members and local tower contacts;
- To inform you of news, events, activities and services provided by us;
- To analyse and track visitors to our website (see website section below).

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

- A legitimate interest for membership, subscriptions and all associated record keeping.

- A legitimate interest for responding to queries submitted to us via email or other electronic means.
- Explicit consent of the data subject so that we can:
 - keep you informed about news, events, activities and services;
 - organise and conduct training courses;
 - publish your name in the annual report;
 - administer your numbers club subscription.
- Explicit consent of the data subject and their parents for the administration of young ringer's events and carrying out our safeguarding obligations.
- Explicit consent of the data subject publishing your contact details in the tower directory or on the list of Association officers.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with members of the Association or third parties where we have a legal basis for doing so (as detailed in section 4).

6. How long do we keep your personal data?

We only keep data for as long as it is necessary for the purpose it was collected. We will only keep membership details for currently subscribed members. Unless you tell us specifically that you no longer wish to be a member your membership will lapse at the end of the first year in which you no longer pay your subscription fee (as defined by our constitution). This means it can take up to 12 months for data on lapsed members to be removed from our records.

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 your personal data which the Surrey Association holds about you;
- The right to request that the Surrey Association 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 Surrey Association to retain such data;
- The right to withdraw your consent to data processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data by the Surrey Association;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

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

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the General Secretary of the Surrey Association (gensec@surreybellringers.org.uk).

You can contact the Information Commissioners 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.

10. Website and Cookies

You do not need to provide any personal information to use our website. However in the course of operating our websites third party services will collect and process details of your visits and the resources that you access including, but not limited to, traffic data, location data, weblog statistics and other communication data.

Any personal information submitted by you on our websites or by email will be transmitted and stored electronically. Information submitted by you will only be used for the purpose for which it was provided.

Use of cookies

Cookies are small files that are downloaded to your computer automatically when you visit our websites. Cookie files are stored on the hard drive of your computer and contain information that may be used for the purpose of gathering information about your computer and your general internet use.

Such information will not identify you personally; it is statistical data about our visitors and their use of our site and general internet use. The Surrey Association has no direct control over the information that is collected by means of these cookies but we may use the data collected by third parties to analyse how visitors interact with the websites so that we can continue to develop and improve our services.

You may wish to restrict the use of cookies, or completely prevent them from being set. Most browsers provide for ways to control cookie behaviour such as the length of time they are stored – either through built-in functionality or by utilising third party plugins.

It is important to note that restricting or disabling the use of cookies can limit the functionality of our websites, or prevent them from working correctly at all.

To find out more on how to manage and delete cookies, visit www.aboutcookies.org.

Third party links

You might find links to third party websites on our websites. These websites should have their own privacy policies which we recommend you familiarise yourself with. We do not accept any responsibility or liability for these policies whatsoever as we have no control over them.

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