



The Bath and Wells Diocesan Association of Change Ringers

THE DATA PROTECTION ACT 1998

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly. The Act works in two ways.

Firstly, it states that anyone who processes personal information must comply with eight principles, which make sure that personal information is:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept for longer than is necessary
6. Processed in accordance with the rights of data subjects
7. Secure
8. Not transferred to a country outside the EEA without adequate protection (unless prior consent has been obtained)

Secondly it provides individuals with important rights, including the right to find out what personal information is held on computer and most paper records.

The Bath and Wells Diocesan Association of Change Ringers applies these principles to the information held as follows:

1 Personal data must be fairly and lawfully processed.

The Association only uses personal data for the purposes listed in principle 2 below.

2 Personal data must be processed for limited purposes.

The Association only processes data in respect of its members for the following purposes:

- Maintaining membership records.
- Reporting of performances that individuals take part in. Unless such performances are publicly published they are not officially recognised.
- Verifying that participants in performances are paid up members of the Association.
- Publishing contact details of Association and Branch Officers.
- Publishing contact details of tower correspondents.

3 Personal data must be adequate, relevant and not excessive.

For the majority of current members the only personal data held by the Association is that which is printed in the Annual Report, i.e. Name and Tower.

Association communications are normally sent to members via their tower contact. A record of 'unattached' Members' contact details may be maintained by Branch Secretaries so that such members may be sent membership information and Association notices.

The Webmaster maintains a central record of the name and contact details of all Association Officers, Branch Officers and of correspondents for most towers in the Association with a ring of bells. This data is used only by the Association for its legitimate purposes which encompass:

- establishing and maintaining membership;
- keeping the membership informed of Association activities and events, including those relating to Education and Training and the Association Bell Fund;
- providing support and advice to towers on the maintenance and upkeep of bells and their fittings and on the Health & Safety, Child Protection etc. legislation as it affects bellringers.

4 Personal data must be accurate and up to date.

For Association and Branch Officers and for tower correspondents, contact details are published in the Association Annual Report and on the website where permission has been given. Corrections can be made in accordance with principle 6 below.

Membership and performance information is also published in the Annual Report and performances are also published in The Ringing World. Corrections can be made in accordance with principle 6 below.

5 Personal data must not be kept for longer than is necessary.

Membership records are traditionally retained indefinitely, in order to support the custom of recognising long service to the Association.

Performance data is traditionally retained indefinitely in order to preserve complete performance records for historical purposes.

6 Personal data must be processed in accordance with the rights of data subjects.

Data subjects have the right to:

- have inaccurate information corrected or erased.
- be provided with a copy of their information on request.
- opt out of direct marketing. (However the Association does not use members' data for such purposes.)
- compensation for breach of the Act.

7 Personal data must be kept secure.

No personal data is maintained other than that already in the public domain as described in principle 4 above.

8 Personal data must not be transferred to a country outside the EEA without adequate protection.

No personal data is maintained other than that already in the public domain as described in principle 4 above.

Jay Bunyan
General Secretary

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