

# DATA PRIVACY NOTICE

## Bath and Wells Diocesan Association of Change Ringers

### 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 General Data Protection Regulation 2016/679 (the "GDPR").

### How do we process your personal data?

The Association is the data controller. This means it decides how your personal data is processed and for what purposes.

The 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 administer membership records
- To fundraise and promote the interests of the Association
- To manage our Association and Branch Officers and Tower Correspondents
- To maintain our own accounts and records (for example peal records)
- To provide a directory of contact information for Association and Branch Officers and Tower Correspondents
- To operate the Association web site and deliver the services that individuals have requested
- To inform individuals of news, events, activities relevant to the Association
- To process gift aid applications

### What is the legal basis for processing your personal data?

- Explicit consent of the data subject.
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes.

### Sharing your personal data

If you have given consent your personal data may be published on the Association website and in the Annual Report. Any other personal data will be treated as strictly confidential. We will only share your data with third parties outside of the Association with your consent.

### How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary. Details of Association and Branch Officers and Tower Correspondents are only held for as long as they remain in that role. Membership details are only kept for valid members.

## Your rights and your personal data

You have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Association holds about you;
- The right to request that the 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 Association 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 a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

## Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Association Webmaster ([webmaster@bath-wells.org.uk](mailto:webmaster@bath-wells.org.uk)). You can find their phone number and postal address on the Association website <http://www.bath-wells.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.