

# Hereford Diocesan Guild of Bellringers

## Members/Volunteers Privacy Notice

This privacy notice tells you what to expect us to do with your personal information when you join the Hereford Diocesan Guild of Bellringers.

## The Guild Secretary is the Data Protection Officer of the Guild

### Our contact details

Post: New House Farm, The Marsh, Weobley, HEREFORD, HR4 8RP, GB

Telephone 07702799082 Email [guild\\_secretary@hdgb.org](mailto:guild_secretary@hdgb.org)

**What information we collect and use, and Why:** Recruitment, administration, and management

We collect or use the following personal information as part of **membership recruitment, administration, and management**:

- Contact details (e.g. name, address, telephone number or personal email address).
- Year of Birth.
- Tower Membership (if applicable).
- Data which accrues on the Record of Membership includes renewal information, bellringing Performances, and voluntary posts held.
- Contact details for members who act as Tower Correspondents or Officers of the Guild will be recorded in printed Annual Reports and available via the internet on the Guild Website.
- We may record details of DBS checks and training undertaken in line with the Safeguarding Policy of the Diocese of Hereford, and or/other checks and training relevant to the administration of the Guild.
- Data concerning children under 13 will not be stored or used without appropriate parental or other consent.

Our lawful bases for collecting or using personal information as part of **membership recruitment, administration and management** are:

- **Contract:**  
To administer the membership of the Hereford Diocesan Guild and to inform the members of such benefits and activities as provided by membership of the Hereford Diocesan Guild.
- **Legitimate interest:**
  - 1) We may analyse data to help improve the Guild's ability to meet its Objectives (as set out in Rule 4 of the Guild).
  - 2) We will use & store basic data for historical research and archive purposes.
  - 3) To ensure that members are aware of the requirements with regards to "regulated activities" under safeguarding laws.

## Where we get information from:

We collect your information from the following places:

- From members or volunteers directly.

### **How long we keep information:**

We will store personal contact details and membership information for the duration of membership of the Guild. Data regarding 'lapsed' members will be stored by the Guild for a reasonable period to allow for any re-admittance of members after a break from ringing and for historical research purposes.

Basic data & membership information (ringer's name and ringing performance details) will be stored by the Guild for historical purposes in written documents such as the annual reports and minutes of Guild meetings.

### **Who we share information with:**

In certain circumstances, we may share information with the following organisations:

- We may need to share Membership information with Insurers of the Guild (in the event of a claim).
- To claim Gift Aid from HMRC where appropriate.

### **Your Data protection rights:**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal data.

**Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

You do not usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you. To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

### **How to complain:**

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice. If you remain unhappy with how we have used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:       Information Commissioner's Office  
                                  Wycliffe House  
                                  Water Lane  
                                  Wilmslow  
                                  Cheshire  
                                  SK9 5AF  
                                  Helpline number: 0303 123 1113  
                                  Website: <https://www.ico.org.uk/make-a-complaint>

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