Appendix A – Privacy Notice

A.1 Introduction

This Privacy Notice forms **Appendix A** of the Dorset County Association of Church Bell Ringers Data Protection Policy.

It explains how the Dorset County Association of Church Bell Ringers ("the Association") collects, uses, stores and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Notice applies to members, volunteers, officers, donors, participants in Association activities and others whose personal data is processed by the Association.

A.2 Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data, either on its own or together with other information. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

A.3 Who are we?

The Dorset County Association of Church Bell Ringers (DCA) is the Data Controller. This means that the Association decides how your personal data is processed and for what purposes.

A.4 How do we process your personal data?

The Association complies with its obligations under the UK GDPR by:

- keeping personal data accurate and, where necessary, up to date;
- storing personal data securely and protecting it from unauthorised access or disclosure;
- collecting and retaining only the personal data necessary for the Association's legitimate activities;
- ensuring appropriate organisational and technical measures are in place to safeguard personal data; and
- deleting or anonymising personal data when it is no longer required.

We use your personal data to:

- administer membership records;
- organise ringing activities, meetings, training and events;
- communicate with members about Association news and activities;
- manage volunteers and officers;
- administer the Association's finances, including Gift Aid where applicable; and
- further the charitable and educational objectives of the Association as set out in its Rules.

A.5 What is the legal basis for processing your personal data?

The Association processes personal data using one or more of the following lawful bases under the UK GDPR:

- **Legitimate interests** – to administer the Association, manage membership, organise activities, communicate with members and further the charitable and educational objectives of the Association.
- **Legal obligation** – where processing is necessary to comply with legal requirements, including financial record keeping and Gift Aid administration.
- **Consent** – where consent is required for specific activities, such as publishing personal data or photographs where appropriate. Consent may be withdrawn at any time.
- **Contractual necessity** – where processing is necessary to administer membership or provide services requested by members.

A.6 Sharing your personal data

Your personal data will be treated as confidential and will only be shared where necessary for the administration of the Association, where required by law, or where you have given your consent.

The Association may use third-party service providers to support its activities, including systems used for membership administration, communications, document storage, online meetings, elections and member consultations. Such providers process personal data on behalf of the Association and are required to maintain appropriate data protection and security standards.

Personal data may be shared with statutory agencies, safeguarding authorities, law enforcement agencies or other relevant organisations where the Association considers this necessary to protect children or adults at risk, comply with safeguarding obligations, investigate concerns, or fulfil a legal duty.

Where personal data is processed by service providers outside the United Kingdom, the Association will ensure that appropriate safeguards are in place in accordance with UK GDPR requirements.

The Association does not sell personal data and does not routinely share members' personal data with other organisations for marketing purposes.

A.7 How long do we keep your personal data?

Membership records are retained for as long as an individual remains a member of the Association and for an appropriate period afterwards where necessary to administer the Association, comply with legal obligations or resolve disputes.

The Association also maintains a limited permanent historical archive which may include the names of Life Members, together with limited information such as the year of joining, offices held and declared home tower at the time the record was created. Such information is retained on the basis of the Association's legitimate interests in preserving its history and governance and will not normally be erased following the end of membership.

Financial records, including Gift Aid declarations and supporting documentation, are retained for up to seven years after the relevant financial year in accordance with HM Revenue & Customs requirements.

Personal data is reviewed periodically and deleted or anonymised when it is no longer required for the purposes for which it was collected.

A.8 Your rights

Unless subject to an exemption under the UK GDPR, you have the following rights:

- to request access to the personal data the Association holds about you;
- to request correction of inaccurate or incomplete personal data;
- to request erasure of your personal data where there is no lawful reason for continued processing;
- to withdraw consent where processing is based on consent;
- to request restriction of processing in certain circumstances;
- to object to processing where applicable;
- to request data portability where applicable; and
- to lodge a complaint with the Information Commissioner's Office (ICO).

A.9 Changes to this Privacy Notice

If the Association wishes to process personal data for a purpose not covered by this Privacy Notice, a revised Privacy Notice will be published explaining the new purpose and the lawful basis for the processing before it takes place.

The current version of this Privacy Notice is published on the Association's website and forms Appendix A of the Association's Data Protection Policy.

A.10 Contact details

To exercise your rights or raise any questions about this Privacy Notice, please contact the Association's Data Protection Lead:

Email: dcacbr@gmail.com

Telephone: 0844 357 7533

If you are dissatisfied with the way the Association has handled your personal data, you also have the right to lodge a complaint with the Information Commissioner's Office (ICO).