



## **Kent County Association of Change Ringers Data Protection and Privacy Policy (the “Policy”)**

**This Policy was approved at a meeting of the General Committee of the Kent County Association of Change Ringers (“the Association”) on 28<sup>th</sup> November 2020**

**Signed (Chairman):**

**Dr Phillip RJ Barnes**

**Date:**

**28/11/2020**

**The policy should be reviewed by the Association General Committee on at least an annual basis and should be published in written form on the Guild’s website and in its Annual Report. In any event, the Policy must be reviewed and re-issued no later than 15 months following the date above.**

**Next review due on 27<sup>th</sup> November 2021**

### **Introduction**

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 six principles, which make sure that personal information is:

1. used fairly, lawfully and transparently;
2. used for specified, explicit purposes;
3. used in a way that is adequate, relevant and limited to only what is necessary;
4. accurate and, where necessary, kept up to date;
5. kept for no longer than is necessary;
6. handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

**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 Kent County Association of Change Ringers (KCACR) applies these principles to all the information held, as follows:

**1. Personal data must be used fairly, lawfully and transparently**

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

**2. Personal data must be used for specified, explicit purposes**

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

- a. Maintaining Association membership records;

- b. Communicating with its members by any means;
- c. Reporting of peals, quarter-peals and other bell-ringing performances that individuals take part in;
- d. Verifying that participants in performances are paid up members of the Association;
- e. Publishing contact details of Association Officers, District Officers and (where permission has been granted) tower correspondents.

**3. Personal data must be used in a way that is adequate, relevant and limited to only what is necessary**

The KCACR maintains a record of the name and contact details of all Association Officers, District Officers and of correspondents for all towers in the Association with a ring of bells. The KCACR also maintains a record of the name, postal address, date of birth, date of election and tower affiliation of all members of the Association together with contact details where these have been supplied. This data is used only by the Association for its legitimate purposes which encompass:

- a. Establishing and maintaining membership;
- b. Keeping the membership informed of Association activities and events;
- c. Providing support and advice to towers on the maintenance and upkeep of bells, their fittings and on the Health & Safety, Safeguarding and other legislation as it affects bell-ringers.

**4. Personal data must be accurate and, where necessary, kept up to date**

For Association Officers, District Officers and (where permission has been granted) tower correspondents, contact details are published in the Association Annual Report and on the website. Corrections can be made at any time by request.

Membership and performance information is also published in the Annual Report. Performances may also be published elsewhere. Corrections can be made at any time by request, and members have the ability to maintain their own personal data held in their membership record.

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

Membership records will be retained in order to support the custom of recognising long service to the Association, as well as providing members with both public liability and personal accident insurance.

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

**6. Personal data must be handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage**

The email addresses of Association Officers, District Officers and (where permission has been granted) tower correspondents that are published on the website are Javascript-encoded to prevent unlawful harvesting. The website is also backed up daily to secure cloud storage.

Membership information is held in a secure database, protected by username and password, and only accessible to those who have specifically been granted access based on their role within the Association.

Individual members also have access to their own membership information and personal data held in this secure database by use of a username and password and/or unique on-time use private ID. The membership database is also backed up daily to secure cloud storage.