

## Southwell and Nottingham Diocesan Guild of Church Bell Ringers

### 2018 General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA18)

#### Background

Many of the provisions of the DPA18, which incorporate requirements of the GDPR, came into force from 25 May 2018; these extend the existing data protection legislation. They cover the holding and processing of personal data. All membership organisations have a legal duty to protect the data, including that of their members, and many points of the GDPR already apply under current data protection laws.

*There is, in fact, very little change to what we do as a Guild and to the information that can be sent and to whom. However, we do need to be transparent about the data we hold and process, and publish a policy.*

Data is defined as any piece of personal information that can be used to identify an individual, either directly or indirectly. An organisation must ensure that all personal data is:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which it is processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Item (a) states that the Guild and the Bell Fund must have a lawful purpose for the holding or processing of data. The GDPR specifies six categories that constitute a lawful purpose, the most relevant ones for the Guild and the Bell Fund being:

- Consent has been provided to hold or process the data;
- Holding / processing the data is necessary for the execution of a contract, or steps taken in anticipation of the execution of a contract
- There is a legal obligation to hold or process data; and
- The processing is necessary for the “Legitimate purposes” of the Guild or the Bell Fund.

#### Policy

The table within the Appendix sets out the data held and processed by the Guild and the Bell Fund. The Officers of the Guild and those of the Bell Fund consider the current consents held are sufficient to meet the requirements of the GDPR. The accuracy of data held and any consent provided will be verified at least once in every 5-year period.

The GDPR provides individuals certain rights surrounding their data:

- The right to be informed

- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Detail behind these rights may be obtained from the Information Commissioner's Office or from their website (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>). To request access, rectification or erasure of data, please contact, for matters concerning the Guild, the Guild Membership Secretary with copy to the Guild General Secretary and Guild Chairman, or for matters concerning the Bell Fund, the Bell Fund Secretary with copy to the Bell Fund Trustees (contact details can be found within the Guild's Annual Report and on the Guild's website (<http://www.southwelldg.org.uk/pages/sdgcommittee.php?district=9>)).

### **Communication**

From time to time, members of the Guild, District or Bell Fund committees will communicate with members, either directly or via tower representatives. Such communications will include notification of Guild or District events and meetings, wider ringing related news, or bell-ringing events that may interest members.

When emails are sent to multiple members, they will be either "blind carbon copied" (bcc'd) or a dedicated mailing list used, so as not to reveal a member's email address to another member.

The Guild may set up electronic mailing lists to facilitate the sending of communications to committees, subcommittees, tower contacts, members or other groups. These mailing lists may be hosted by a third-party supplier. It will be ensured that the supplier has a suitable DP policy ahead its use.

### **Storage of data**

Data may be held or processed using manual or electronic storage methods. When electronic storage methods are used, care is taken (such as maintaining up-to-date virus and firewall protection) to prevent data loss. To the extent that sensitive personal data is held, files will additionally be password protected. Electronic data is backed up regularly (with the previous backup being then deleted) and held on a different machine or location to enable restoration if the primary place of storage becomes permanently inaccessible.

Data held or processed	How long is the data retained?	Who/where is it held/recorded	Use of data	Basis for holding it
<b>Section A – Resident Members</b>				
Name and tower of member	Throughout the course of resident membership	Membership and district secretary	Maintaining a membership database	To fulfil the contract of the membership
		Published in the Annual Report in the directory of members	The Annual Report is provided to all resident members and available for sale	Names will only be published with the explicit consent of the individual
Postal address, email address and/or telephone number of the member	Throughout the course of resident membership. In the event of membership lapsing, the data will be destroyed, unless it is required to be retained under a subsequent section.	Membership Secretary and other Guild/District Officers when necessary <sup>1</sup>	For communication by / via Officers	Only held and used according to any explicit consent received from the individual
Records of payments made to or by the Guild or Bell Fund	6 years following the end of the relevant tax year, potentially longer in the event of an active tax audit	Guild and District treasurers, and, for peal fees only, Peal Secretary	To prepare financial records for the Guild and Bell Fund. To present to HM Revenue and Customs or the Charity Commission in the event of an audit	Legal requirement
<b>Section B – tower contacts</b>				
Name, tower and at least one of postal address, email address or telephone number	Throughout the course of being a contact	General Secretary, Membership Secretary and other Guild/District Officers when necessary	To enable the Guild and Bell Fund to communicate with their members	Explicit consent from the individual is required; it is noted that without consent,

<sup>1</sup> Email distribution lists will be available for use only by the District and Guild Officers; the addresses on the lists will only be visible by the secretaries. This will prevent multiple officers having their own version of the list for which tracking and maintaining consent will be more difficult.

Data held or processed	How long is the data retained?	Who/where is it held/recorded	Use of data	Basis for holding it
				the individual cannot be a tower contact.
		Published in the Annual Report	The Annual Report is provided to all resident members and available for sale	Explicit consent from the individual is required; it is noted that without consent, the individual cannot be a tower contact.
		Published on the Guild's website or mobile apps maintained by the Guild	Visible to anyone who browses the Guild's website or uses the app to enable contact to be made to the tower. Any email address displayed will be "protected" through a script to prevent spam-harvesting (see also note (a) concerning the availability of an anonymised email address)	Explicit consent from the individual is required; it is noted that without consent, the individual cannot be a tower contact.
<b>Section C – Officers</b>				
Name, office and at least one of postal address, email address or telephone number	Throughout the course of being an Officer	Guild and District Officers	For internal communication within and between the Guild and District committees	Explicit consent from the individual is required; it is noted that for certain offices, contact details available publicly are a prerequisite to fulfilling the duties of that particular office.
		Published in the Annual Report	The Annual Report is provided to all resident members and available for sale	Explicit consent from the individual is required; it is noted that for certain offices, contact details available publicly are a prerequisite to fulfilling the duties of that particular office.

Data held or processed	How long is the data retained?	Who/where is it held/recorded	Use of data	Basis for holding it
		Published on the Guild's website or mobile apps maintained by the Guild	Visible to anyone who browses the Guild's website or uses the app to enable contact to be made to the tower. Any email address displayed will be "protected" through a script to prevent spam-harvesting (see also note (a) concerning the availability of an anonymised email address)	Explicit consent from the individual is required; it is noted that for certain offices, contact details available publicly are a prerequisite to fulfilling the duties of that particular office.
Name and contact details of the General Secretary and Central Council Representatives	Throughout the course of holding the posts	General Secretary	Shared with the Central Council of Church Bell Ringers. The contact details of the General Secretary will be published in the Ringing World diary which is available for purchase by any individual.	Explicit consent from the individual is required.
<b>Section D – Former members and non-resident life members</b>				
Name, tower and offices held of a previous member or a resident member who transfers to non-resident life member	Indefinitely	Membership Secretary	For the purposes of the maintenance of an archive of the Guild.  To ensure a membership fee is not levied in the event of ringing a future peal for the Guild.	Permitted to maintain for historic research purposes  Legitimate purpose of the Guild
Names of non-resident life members	Indefinitely	Membership Secretary	For the purposes of the maintenance of an archive of the Guild.  To ensure a membership fee is not levied in the event of ringing a future peal	Permitted to maintain for historic research purposes  Legitimate purpose of the Guild

Data held or processed	How long is the data retained?	Who/where is it held/recorded	Use of data	Basis for holding it
		Published in the Annual Report as either a new or transferring member in the year in which the individual becomes a non-resident life member.	The Annual Report is provided to all resident members and available for sale	Names will only be published with the explicit consent of the individual
<b>Section E – Safeguarding</b>				
Information provided to the Safeguarding Officer by individuals about themselves (for example, though not limited to, concerning DBS checks and Safeguarding Training completed).	Indefinite	Safeguarding Officer	In line with the Guild’s Safeguarding procedures	Explicit consent from the individual is required  The important consideration here is that the Guild may need to demonstrate that it complied with Safeguarding legislation many years after the event
Information shared with the Safeguarding Officer by members or other agencies.	Indefinite, unless advised to the contrary by the Diocesan Safeguarding Officer or relevant agency in question	Safeguarding Officer	Any data held will be in a password protected document.  Able to be shared with the Diocese Safeguarding Officer and any relevant local or law enforcement authority in accordance with the Guild’s Safeguarding Policy	There is a specific exemption within the Data Protection Act 2018 for the processing of such data without the consent of the affected individual and for the disclosure of such data to the affected individual
<b>Section F – other</b>				
Information provided upon Gift Aid declaration forms	6 years following the end of the relevant tax year, potentially longer in the event of an active tax audit	Bell Fund and District treasurers	To prepare financial records for the Bell Fund. To present to HM Revenue and Customs or the Charity Commission in the event of an audit	Legal requirement
Peals rung for the Guild	Indefinitely	Peal Secretary and within the Guild Library	To maintain a record of the activities of the Guild	Legitimate purpose of the Guild

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		Published in the Annual Report	The Annual Report is provided to all resident members and available for sale	Legitimate purpose of the Guild
Attendance registers at Guild Events	Indefinitely	Initially by District or Guild secretaries and then archived within the Guild Library.	(1) As part of the Guild's Safeguarding procedures; (2) To maintain the Guild's insurance cover; and (3) To maintain a history of activities of the Guild	Legitimate purpose of the Guild
Name and contact details of any insured person	10 years post holding requisite post or carrying out Guild insured labour	Officers Insurance: Membership Secretary Guild Insured Labour: Bell Advice Co-ordinator	For use in the event of a claim	Legitimate purpose of the Guild
Minutes of meetings, including a list of members present	Indefinitely	General Secretary (Guild) Secretary to the Bell Fund (Bell Fund). The minutes are shared with members and archived within the Guild Library.	The minute book is available to auditors and examiners, trustees, officers on request	Legitimate purpose of the Guild
Photographs	As long as valid consent is held	For use on the Guild website  Published within newsletters or Annual Report	To provide a public face of the Guild  The Annual Report is provided to all resident members and available for sale. Newsletters may be published on the website and be sent to members	Explicit consent from the individual is required  Explicit consent from the individual is required
Names and contact details of members of the 100 Club or any successor	6 years following the end of the relevant tax year, potentially longer in the event of an active tax audit	Within a spreadsheet maintained by the 100 Club Co-ordinator	To run the 100 Club	To fulfil a contract of membership of the 100 Club

Data held or processed	How long is the data retained?	Who/where is it held/recorded	Use of data	Basis for holding it
Bank account details for members of the 100 Club who pay by standing order	From receipt until Standing Order set-up having been confirmed by the bank	Within a paper file held by the 100 Club Co-ordinator	To run the 100 Club	To fulfil a contract of membership of the 100 Club

Notes:

- a) A forwarding email address or a POP3 mailbox is made available to any officer or tower contact. This allows personal email addresses to be kept private from all other than the Webmaster (who will need the address to arrange the set-up). The personal email address will be shared with the Guild's and Bell Fund's current email provider. The Webmaster will ensure that the email provider has a suitable GDPR policy ahead of the Guild entering into the contract for the provision of services.
- b) For members aged under 13, consent should be provided by the individual's parent or guardian.
- c) "Guild Events" encompasses any practice, training session or other event organised, and advertised as such, by a member of or a person acting on the direction of either the Guild Committee or a District Committee.
- d) The Guild moderates groups on Facebook which are available to join by members of the Guild and non-members alike. By joining Facebook, a user has accepted the terms and conditions of Facebook, including the associated DP policies. Posts made by officers of the Guild (including officers of Districts) or their delegates, acting on behalf of the Guild shall be subject to the same criteria and policies as publishing data on the Guild website. Whilst it is acknowledged that the Guild cannot control all postings made to these groups, it will endeavour to remove offensive, irrelevant or other inappropriate content within a reasonable timeframe, and take action against any offending user including, though not limited to, a warning or removal from the group. For avoidance of doubt, posting of personal data without an appropriate basis under the DP Act is considered inappropriate content.
- e) Details of peals rung for the Guild may be submitted by the conductor or other person on behalf of the band to publications including, though not limited to, the *Ringling World* and *Bellboard*. The Guild is not responsible for any data held by those publications, nor the use made of the data, which may include photographs, by these publications.