

General Data Protection Regulations

Data Protection Statement

Introduction

The General Data Protection Regulations (GDPR) require all organisations to ensure that all persons about whom personal information is kept, whether on a computer or as part of paper records, are aware of the information kept and the purposes for which it may be used.

Your personal data is data which by itself or with other data available to us can be used to identify you. We are the North Staffs Association of Change Ringers (NSACR), the data controller. You can contact the Data Protection Officer (DPO) at any time by emailing secretary@nsacr.org.uk if you have any questions.

The types of personal data we collect and use

When you become a member of the NSACR we will collect and use your personal data for the reasons set out below. We will collect this data when you become a member and when subscriptions are paid.

Ringling and Associate Members – Name, Tower and optionally contact details

Junior Members – Name, Tower, Data of Birth and optionally contact details

Tower Contacts – Name, Tower, Address, Telephone Number, and optionally email address

100 Club Members – Name, Address, Telephone Number, and email address

Providing your personal details

We will tell you if providing some personal data is optional, including if we ask for your consent to process it. In all other cases you must provide your personal data so we can manage your NSACR membership.

Using your personal data: the legal basis and purposes

We will process your personal data:

1. As necessary for our *own legitimate interests*, e.g: for good governance, accounting, and managing and auditing the NSACR.
2. As necessary to *comply with legal obligations*, e.g:
 - a) When you exercise your right under data protection law and make requests.
 - b) For compliance with legal and regulatory requirements and related disclosures.
3. Based on *your consent*, e.g;
 - a) To publish your name and tower in the NSACR Annual Report.
 - b) If you are a tower contact, to publish your name, tower and contact details in the NSACR Annual Report and on the NSACR website.
 - c) If you win a 100 Club prize, to publish your name and tower on the NSACR website
 - d) To send you newsletters and other information where we have asked your permission to do so.

You are free at any time to change your mind and withdraw your consent.

General Data Protection Regulations

Data Protection Statement

Sharing of your personal data

Subject to applicable data protection law we may share your personal data with:

- Our legal and other professional advisors, including our auditors;
- Government bodies and agencies in the UK (e.g. HMRC to handle gift aid donations).
- When we restructure or have a merger with other ringing associations.
- Anyone else where we have your consent or as required by law.

Criteria used to determine retention periods

The following criteria are used to determine data retention periods for your personal data:

- ***Retention in case of queries.*** We will retain your personal data as long as necessary to deal with your queries.
- ***Retention in case of claims.*** We will retain your personal data as long as you might legally bring claims against us.
- ***Retention in accordance with legal and regulatory requirements.*** We will retain your personal data after you cease to be a member based on our legal or regulatory requirements.

Your rights under applicable data protection law

Your rights are as follows (noting that these rights do not apply in all circumstances):

- The ***right to be informed*** about our processing of your personal data;
- The ***right to have your personal data corrected*** if it is inaccurate;
- The ***right to have your personal data completed*** if it is incomplete;
- The ***right to object to processing*** of your personal data;
- The ***right to have your personal data erased*** (the “right to be forgotten”);
- The ***right to request access*** to your personal data and information about how we process it;
- The ***right to move, copy or transfer your personal data*** (“data portability”);

You have the right to complain to the Information Commissioner’s Office. It has enforcement powers and can investigate compliance with data protection law: **ico.org.uk**