

General Data Protection Regulation

Data Privacy Notice (as amended 1 December 2023)

Middlesex County Association and London Diocesan Guild of Church Bellringers (the Association)

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Association is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Association complies with its obligations under the "GDPR" by keeping personal data up to date as far as possible; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

MemberMojo (<https://membermojo.co.uk/>) provides online membership services for the Association. In data protection terms, they are a data processor for our organisation's membership data. MemberMojo provides the tools and controls that help implement the Association's obligations under GDPR for managing personal member data safely and securely. Further information on how Association members' data is protected by MemberMojo is available on their website at <https://membermojo.co.uk/mm/help/gdpr>.

We use your personal data for the following purposes: -

- To administer membership records;

- To produce and publish an Annual Report – which contains, among other things, the names of the members of the Association and the tower contact details for each tower;

- To send out information to members and tower contacts

- To publish peals for the Association, including names of ringers, in The Ringing World

- To administer the 200 Club records, including applications, renewals and issuing of prizes

Tower contact details may be published on the Association website, www.bellringing.london, with prior consent.

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

Processing is carried out by a not-for-profit organisation provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Association in order to carry out a service to other Association members or for purposes connected with the Association.

Information may be passed to third parties where this is in pursuit of the purposes set out in paragraph 3 (or is required by a statutory authority) and your consent will be sought if it is transferred for any other purpose

Tower contact details may be provided to third parties such as the Central Council of Church Bell Ringers (who may publish it on the CCCBR web site with prior consent), The Ringing World Limited (for publication in the Ringing World, the Ringing World website (with prior consent) and/or the Ringing World Diary), and to other ringers or bellringing associations upon request.

6. How long do we keep your personal data?

We keep membership data in perpetuity to inform our historical records.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

The right to request a copy of your personal data which the Association holds about you;

The right to request that the Association corrects any personal data if it is found to be inaccurate or out of date;

The right to request your personal data is erased where it is no longer necessary for the Association to retain such data;

The right to withdraw your consent to the processing at any time

The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable).

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

The right to object to the processing of personal data, (where applicable)

The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the General Secretary of the Association whose contact details may be found on the Association's web site www.bellringing.london or in the Annual Report which is published annually.

You can contact the Information Commissioners Office on 0303 123 1113 or via email ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.