

The Oxford Diocesan Guild of Church Bell Ringers Privacy Policy

Introduction

The Oxford Diocesan Guild of Church Bell Ringers (ODG) was established in 1881 and is a church bell ringing society that covers the counties of Oxfordshire, Berkshire and Buckinghamshire.

Generally, all church towers, with bells hung for change ringing, in the Diocese of Oxford are affiliated to the Guild.

Members are elected to the Guild and pay an annual subscription.

The Guild is divided into 15 Branches for administrative purposes.

A Guild report is produced annually listing all towers, correspondent's details and members, with the inclusion of performances by Guild members. The Guild and Branches produce newsletters and publications throughout the year for distribution to members.

The Guild's website address is: www.odg.org.uk

Contact details for the Guild and its Branches can be found on the website.

What information do we collect

The ODG collects and processes the following data:

- Member's Contact Details

This include Full Name and some or all of the following:

Email Address
Postal Address
Telephone Number
Membership Year

- Member's Bank Details
- Photographs

What do we do with the collected information

The ODG will hold personal details of its members for operational purposes in the members interest and will solely be confined to the following:

- Contact between the Officers of the Guild/Branches and members for the purposes of advertising/managing events and meetings, collection of subscriptions, distribution of newsletters and minutes including, where applicable, electronic transmission.
- Administration of fund raising activities.
- Minutes of meeting will include names of those present and any actions or spoken participation by the member.
- Photographs of members taken and published will not usually include names but if required to, permission will be sought.
- Bank details may be held for members (usually only Guild/Branch officers), so the ODG can make payments for any expenses. The details are only held securely within the banking system used by the Guild.

Data Retention

Our aim is to minimise unnecessary retention of data. We keep accounting records for 7 years, in line with audit and HMRC guidelines, with all other data being deleted when it is no longer required.

<u>Data Type</u>	<u>Retention Period</u>
Member's Name	Historical record
Member's Contact Details	Maintained & deleted when membership ceases
Member's Bank Details	Deleted after a year of non-regular use
Performance Data	Historical record
Accounting Records	7 Years
Administration Records	Deleted within 5 years
Photographs	Delete after Use

Disclosure

Personal information will not be shared with any third party. Certain details may, with permission, be included in the Guild/Branch communications, notices or website where an individual has agreed such use for a specific purpose as a contact. (e.g. Guild/Branch officers and Tower Correspondents)

Rights

General Data Protection Regulations (GDPR), which came into force in May 2018, updates and strengthens the Data Protection Act (DPA) of 1988. Full details can be obtained from the Information Commissioners Office (ICO) who govern the DPA and the GDPR.

It is the ODG's policy is to comply with all applicable provisions of the DPA and the GDPR.

Accurate data is of great importance to be able to maintenance a historical record of the ODG's activities and all reasonable efforts are made to keep data secure and up-to-date.

Therefore, we will comply with all reasonable requests, free of charge, for disclosure of personal data.

Data Breach

Should it be suspected or known that a data breach has occurred, it will be investigated by the Guild/Branch officers. The findings and resultant action will then be made known to all relevant parties.