



Peterborough Diocesan Guild of Church Bellringers

Privacy Policy

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) and Data Protection Act of 2018.
2. Who are we? The Peterborough Diocesan Guild of Church Bell Ringers (the Guild) is the data controller. This means the Guild decides how your personal data is processed and for what purposes.
3. How do we process your personal data? The Guild complies with its obligations under the GDPR by keeping personal data up to date; 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.
4. We use your personal data for the following purposes:
 - a. To inform you of news, events, activities run by the Guild
 - b. To administer membership records
 - c. To maintain our own accounts and records (including maintaining peal records and the processing of gift aid applications)
 - d. To communicate about ringing and ringers with the church authorities and the general public
 - e. To provide a directory of contact information for Guild and Branch Officers and Tower Correspondents
5. What is the legal basis for processing your personal data?
 - a. Legitimate interest so that the Guild can communicate with members to keep you informed about news, events, and Guild Activities
 - b. Explicit consent to publish contact details on the Guild website and Annual Report
 - c. Processing necessary for carrying out legal obligations in relation to Gift Aid
6. Sharing your personal data – If you have given consent your personal data may be published on the Guild website and in the Annual Report. Any other personal data will be treated as strictly confidential. We will only share your data with third parties outside of the Guild with your consent or as required in the execution of your role.
7. How long do we keep your personal data? We keep data until you cease to be a member of the Guild and for up to 5 years thereafter.
8. 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:
 - a. The right to request a copy of your personal data which the Guild holds.
 - b. The right to request the Guild correct any personal data found to be inaccurate or out of date;
 - c. The right to request your personal data is erased where it is no longer necessary for the Guild to retain such data;
 - d. The right to withdraw your consent to the processing at any time
9. Contact Details – To exercise all relevant rights, queries of complaints please in the first instance contact the Guild Secretary secretary@pdg.org.uk
You can contact the Information Commissioners Office on 0303 123 1113 or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.