

HCACR Privacy Policy

Hertford County Association of Change Ringers (hereafter 'HCACR') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you apply to become a member of the HCACR you will be asked to provide certain information. This may include:

- Name.
- Tower.
- Home address.
- Email address.
- Telephone number.

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you. This is usually at the point of your initial on-line application through the third-party membership management system used by the Association. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide our HCACR activities and services to you.
- For administration, planning and management of our HCACR.
- To communicate with you about HCACR activities.
- To monitor, develop and improve the provision of our HCACR activities.
- As part of the annual report.

We'll send you messages by email, other digital methods, telephone and post to advise you of HCACR activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- To a third-party membership management system employed by the HCACR.
- Internally - to other ringers – as required to facilitate your participation in HCACR activities.
- Externally – when requested by other ringers and ringing societies to further the aims of bellringing.
- When claiming gift aid, with HMRC.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the HCACR we will seek your permission and inform you as to whom the information will be shared with and for what purpose.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We retain information on your ringing activities for the association indefinitely. Personal information about you will not be stored within the membership management system used by the Association for longer than 10 years from when you cease to be a member. However, the Membership Secretary will retain a list of lapsed members' names and the year they joined and left the Association. This enables the Membership Secretary to record length of membership, should a member decide to return to the Association. The exceptions to the above are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member will be informed as to how long the information will be held for and when it is deleted.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members can update their personal information via the membership management system. Alternatively, you can do this by contacting your District Secretary or the association secretary at any time: Details in the association report or on the association web page.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your membership information is held within a secure, third party provided membership management system. Information may also be kept on a spreadsheet, which is held by your District Secretary and where required by the association secretary for the purposes of the annual report. Information is also held electronically on a laptop, memory stick or online (cloud) all of which are password protected. Laptops are protected by current up to date security programs.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available to view on the Association web site; a copy may be obtained from the Association secretary. This policy may change from time to time. If we make any material changes, we will make members aware of this via the District Secretaries and the AGM.

CONTACT

If you have any queries about this policy, or have any complaints about our privacy practices, please contact the association secretary, details in the association report or on the web page.