

## **SCACR Data Protection Policy**

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly. The Act works in two ways.

**Firstly**, it states that anyone who processes personal information must comply with eight principles, which make sure that personal information is:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept for longer than is necessary
6. Processed in accordance with the rights of data subjects
7. Secure
8. Not transferred to a country outside the EEA without adequate protection (unless prior consent has been obtained)

**Secondly** it provides individuals with important rights, including the right to find out what personal information is held on computer and most paper records.

The Sussex County Association of Change Ringers (SCACR) applies these principles to all the information held, as follows:

### **1. Personal data must be fairly and lawfully processed**

The Association uses personal data only for the purposes listed in principle 2 below.

### **2. Personal data must be processed for limited purposes**

The Association only processes data in respect of its members for the following purposes:

- a. Maintaining Association membership records;
- b. Communicating with its members by any means;
- c. Reporting of peals, quarter-peals and other bell-ringing performances that individuals take part in;
- d. Verifying that participants in performances are paid up members of the Association;
- e. Publishing contact details of Association, Divisional Officers and tower correspondents.

### **3. Personal data must be adequate, relevant and not excessive**

The SCACR maintains a central record of the name and contact details of all Association Officers, Divisional Officers and of correspondents for all towers in the Association with a ring of bells. The SCACR also maintains a central record of the name and tower affiliation of all members of the Association together with contact details where these have been supplied. This data is used only by the Association for its legitimate purposes which encompass:

- a. Establishing and maintaining membership;
- b. Keeping the membership informed of Association activities and events;
- c. Providing support and advice to towers on the maintenance and upkeep of bells, their fittings and on the Health & Safety, Safeguarding and other legislation as it affects bell-ringers.

#### **4. Personal data must be accurate and up to date**

For Association and Divisional Officers and for tower correspondents, contact details are published in the Association Annual Report and on the website where permission has been given. Corrections can be made in accordance with principle 6 below.

Membership and performance information is also published in the Annual Report. Performances may also be published elsewhere. Corrections can be made in accordance with principle 6 below.

#### **5. Personal data must not be kept for longer than is necessary**

Membership records will be retained in order to support the custom of recognising long service to the Association.

Performance data is traditionally retained indefinitely in order to preserve complete performance records for historical purposes.

#### **6. Personal data must be processed in accordance with the rights of data subjects**

Data subjects have the right to:

- a. Have inaccurate information corrected or erased.
- b. Be provided with a copy of their information on request. (The Association is entitled to charge a statutory fee not exceeding £10.00 for the provision of this information.)
- c. Compensation for any breach of the Act.

#### **7. Personal data must be kept secure**

The data is always dealt with in an appropriate manner.

#### **8. Personal data must not be transferred to a country outside the EEA without adequate protection**

No personal data is maintained other than that already in the public domain as described in principle 4 above.