



DATA PRIVACY NOTICE

We are providing this notice as required by the General Data Protection Rules.

1. **Your personal data** - this is information which you give us which identifies you.
2. **The TDGR data controllers are** - the trustees of the Guild at any time and they are President, Secretary and Treasurer. They may be contacted by emailing president@tdgr.org.uk, secretary@tdgr.org.uk, treasurer@tdgr.org.uk or by 'phone. Annie Holland 01872552407 Robert Perry 01872277117 to be advised
Our data processors those persons who have access to your information because they collect it, store it electronically and/or can use it. Those persons are the web master, Phil Tremain, webmaster@tdgr.org.uk, Annie Holland who has moderator access to the TDGR list; the Guild secretary who has the paper returns from the districts and the District secretaries who hold the paper returns from the towers.
3. **What information do we collect?** - We collect as little information as possible from you by way of the annual "tower returns" which your tower secretary completes. We collect your name under the tower(s) at which you ring. If you are a tower captain or tower contact/secretary we also collect your address and contact details. The same information is collected for those under 18. We ask for your email address and where given, add it to the TDGR-List as indicated on the "tower returns".
4. **What we do with your information (how we process it)** - Even though we collect very little of your personal information we comply with data protection regulations by keeping it up to date (annual basis as above), by restricting the number of persons who have access to it; by not sharing it with anyone except for the purposes for which it was provided and by protecting it from loss, misuse or accidental disclosure by using passwords and secure environments.
5. **What we use it for** - tower captains and tower contacts/secretaries have provided their names and contact details to be available on the TDGR website. All other names are available in printed form in the annual Guild Report and Year Book. We also use this information to manage membership records and to maintain our account and records including the processing of gift aid monies.
6. **The TDGR-List** - this is a mass email list to which you subscribe and may

unsubscribe at will. It is not shared outside of the Guild. It is used by Guild Officers and List subscribers to advise you of activities or events within the Guild.

7. **The legal basis for processing your personal data is** - that it is necessary for TDGR to pursue its legitimate interests and those interests are not overridden by your interests in having your data protected.

We have conducted the “Legitimate Interests Assessment” in which TDGR interests are considered in the wider context of the benefit to both TDGR and society. Of course each of us are members therefore we have also considered the collective interest.

We have considered whether the small amount of identifying information we collect is necessary for us to pursue the legitimate interests of the Guild and conclude that it is.

We have balanced the two, considered whether we need consent for the purpose to which we put your data and have concluded that we do not principally because you know the purposes to which we put your data (see 5 above). We conclude the proper legal basis is that of “legitimate interest”.

8. **Sharing your personal data** - we do not at and will not do that save as set out above.
9. **We keep records for** the purposes in 5 above which include membership administration. Where your name appears in other records, eg. ringing performances you will have provided it for that purpose.
10. **Your rights and your personal data** - unless an exemption applies under the law you have the following rights with respect to your personal data -
 - you may request a copy of your personal data which TDGR holds
 - if you find the information we hold is inaccurate or out of date you may ask us to correct it and/or not to use it until it is agreed to be accurate
 - when TDGR no longer needs to keep your data we will erase it although you may also ask us to do this
 - where you have provided your name and contact details as a tower contact you may change your mind about this and tell us
 - you may object to the way we process your information
 - you may complain to the Information Commissioner’s Office
11. **Changes** - we will tell you before we change the ways in which we use your data and ask for permission first if necessary.
12. **Contacts** - you should contact the Secretary, Robert Perry in the first instance. Email and telephone contacts are set out above.

Annie Holland, President TDGR
1st January 2018.

