

Beverley and District Ringing Society Bell Repair Fund

Personal Data Policy

The BnD BRF is a registered charity (reg. no. 506438) that holds limited personal data of its supporters for the purposes of administering the fund. This document provides details of how this data is managed.

1. Personal Data

Personal data relates to living individuals who can be identified from that data. Identification can be by the data alone or in conjunction with any other information or data in the possession of the Data Controller or likely to come into the possession of the Data Controller. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Data Controller

The Board of Trustees of the Beverley and District Ringing Society Bell Repair Fund is the Data Controller (contact details below); the Trustees decide how Personal Data is processed and for what purposes.

3. Processing Personal Data

The Board of Trustees of the Beverley and District Ringing Society Bell Repair Fund 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 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.

Personal Data is used for the following purposes:

- To enable the charity to raise funds in support of the charitable purposes as defined in its constitution, including collecting donations and reclaiming tax on donations that are gift aided
- To inform supporters of events, news, notices, decisions, and requests in support of the charity's objectives
- To maintain the charity's accounts and records (including processing of gift aid applications)

4. Legal basis for processing of personal data

The legal basis for the processing of personal data by the data controller is legitimate interest.

5. Personal Data stored and processed by the data controller

Only data for the Charity's supporters, the Trustees, and members of the Beverley and District Ringing Society's BRF Sub-committee will be stored and processed.

The following personal data items may be stored and processed for each supporter:

- Name
- Postal address
- Telephone number
- Email address
- Bank account number and sort-code
- Payment reference number
- Gift aid declaration

- Sum donated and frequency of donation

The following data items are stored and processed for each Trustee

- Name
- Postal address
- Email address
- Telephone number
- Mobile telephone number
- Date of Birth

The following data items are stored and processed for each member of the Beverley and District Ringing Society's BRF Sub-committee

- Name
- Postal address
- Email address
- Telephone number

6. Sharing of Personal Data

Personal data will be treated as strictly confidential and will only be shared with the following organisations

- Her Majesty's Revenue and Customs as required by legal obligation in relation to Gift Aid
- Charity Commission (unusually) in respect of specific requests under its statutory powers

Personal data will not be shared with any other third party.

7. Retention and deletion of Personal Data

All data related to financial transactions will be retained for seven years.

When a supporter withdraws from the support commitment, and data related to financial matters is no longer required to be retained by law, all data will be destroyed except for their name and last recorded address, which shall be retained indefinitely for the purposes of historical record, and subject to the rights in section 8.

8. Rights of Supporters with Respect to Their Personal Data

Unless subject to an exemption under GDPR, Supporters and BRF Sub-committee members have the following rights:

- The right to request a copy of their personal data from the Trustees
- The right to request that the Trustees correct any personal data found to be inaccurate or out of date
- The right to request that the Trustees delete personal data where it is no longer necessary for the charity to retain such data
- The right, where there is a dispute in relation to the accuracy or processing of the personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data (where appropriate)
- The right to lodge a complaint with the Information Commissioner's Office

9. Notification

All supporters, and other individuals for whom data is held will be informed of this policy and will be provided with an updated version of the policy if changes are made to this policy (e.g. if the personal data is to be used for a new purpose).

9. Data Breaches

In the event of a personal data breach, the data processor must inform the data controller without undue delay. Similarly, the data controller will notify the data subject of the nature of the breach without undue delay, and within 72 hours of becoming aware of the breach, unless the breach is unlikely to result in a risk for the rights and freedoms of the data subject.

In all cases of personal data breach, the data controller will make a record of the breach and actions taken in respect of it.

10. Contact Details

The data controllers are:

Mr. Christopher Munday
60 Riplingham Road
Kirk Ella
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Mr. Graham Smith (Secretary)
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