



# Norwich Diocesan Association of Ringers

**Patron:** The Right Reverend Graham Usher, Bishop of Norwich

## Privacy & Data Protection Policy

This Privacy and Data Protection Policy sets out how the Norwich Diocesan Association of Ringers (Registered Charity No. 1053715) and The Norwich Diocesan Association of Ringers Bell Restoration Fund (Registered Charity No. 281013) uses, stores and protects your data.

We collect data from you when you.

- Join the Association as a Member or as Life Member,
- Become a Tower Contact,
- Make a donation (anonymity will be maintained where requested)
- Purchase any of our products and services,
- Attend Association meeting(s), or events,
- Apply for grant funding from our Bell Restoration Fund,
- Apply to become a Trustee,
- Require payment from ourselves.

### What information do we collect about you?

In undertaking any of the above activities we may collect the following information from you.

**Members and Life Members:** We will record your name, address, contact telephone number, email address, home tower, gift aid declaration and membership category.

**Tower Contacts:** We will record your name, email, contact telephone number and address.

**Donating to the Association or the Bell Restoration Fund:** We will record your name and a means of contact - any or all of postal address, telephone number and email address. If you complete a Gift Aid declaration to allow the Association to reclaim tax paid on your behalf, we will record your home address as required by HMRC regulations.

**Purchase any of our products and services:** Our activities include selling books and offering educational services through courses. If you make purchases, or bookings on courses, we will record your name and a means of contact - any or all of postal address, telephone number and email address. Where payment is made by cheque or electronically we will record the minimum information necessary to process that payment.

**Attendance at any of our Association meetings and events:** If you attend a meeting or event organised by us, we may record your name on an attendance register. We may record in a written record, such as the minutes of the meeting, your activities during such a meeting or event.

**Applying for a grant from our Bell Restoration Fund:** When we receive enquiries or a formal request for a grant, we will record contact details of the individuals making the request. We will record your name and address, telephone number and email address.



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**Applying to become a Trustee of the Association or the Bell Restoration Fund:** To apply to become a Trustee you must supply information about yourself to confirm your identity and confirm that you are legally allowed to be a Trustee. You will need to provide your full name, date of birth, postal address, contact number and email address.

**Requesting payment from ourselves:** In order to request payment, you must provide within an invoice details to identify yourself and bank account details which we shall record.

## On what basis do we process the information?

We process data about our members and those who make donations to the Bell Restoration Fund on the basis of Legitimate Interest as defined in the General Data Protection Regulation (GDPR) article 6 1(f). This means that we only process data which someone might reasonably consider was needed to record membership and to facilitate the running of the Association.

If you complete a Gift Aid declaration, or become a Trustee of the Bell Repair Fund, then we will process your data on the basis of Legal Obligation as defined in the GDPR article 6 1(c). This means we will process the data because we are legally obliged to do so and will continue to do so until the declaration has been cancelled.

In respect of a tower contact, we will process the data on the basis of Consent as defined in the GDPR article 6 1(a). We will continue to process the data until you cease to be a tower contact and/or you ask us to remove you from our mailing list.

If you purchase any of our products or services, apply for a grant from our Bell Repair Fund or request a payment from the NDAR, then we will process your data on the basis of Contract as defined in the GDPR article 6 1(b). This means that the processing is necessary for us to carry out the contract.

## How will we use the information about you?

We do not use any of your data for marketing purposes or provide any data to external marketing organisations.

We only collect information to allow us to process and maintain your membership of the NDAR, to reclaim tax paid under the Gift Aid scheme and to inform you about forthcoming events and meetings. The NDAR will never share this information with any other organisation, or third parties except where required to by law.

If you are a Tower Contact, then basic contact information will appear in our Annual Report and your name, email and telephone number will also be listed on our website to enable visiting ringers to make contact. These details may also be given to ringers from outside the Association who wish to contact you to arrange to visit your tower.

The NDAR does not perform any kind of automated data analysis, sometimes called profiling, on the data collected.



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## Annual Report

**It should be noted that it is convention for the NDAR to publish all members' names and individual NDAR peal records, together with details of the peals rung for the Association, in the printed annual report each year. The details of all peals rung for the Association are also available on our website.**

All NDAR officers should also be aware that where any individuals are identified in other public forums (such as any published meeting minutes, newsletters and social media sites), the individuals should be made aware that they are, potentially, going to be identified and given the option of anonymity.

Peal conductors/organisers should ensure that all members of peal bands are aware that the details of peals will be published and ensure that any footnotes are appropriate and agreed.

## NDAR Officer Information

Members who become an officer of the NDAR will, in many cases, be required to have contact details published in order to carry out their duties effectively. Upon becoming an Officer they must be asked for, and provide, written consent as to which contact details they wish to have published in the annual report, Association website and other relevant media.

## Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write to us at the address in the 'how to contact us' section below. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate or which you no longer wish to share with us. Please be aware however that we must retain some information about you if you wish to remain a member or be a tower contact, or if you wish to ring peals for the Association as a Member. If you ask us to remove your details as a tower contact from the Annual Report then you must do this before the beginning of March, in the year of publication, in order for it to be removed in time for printing.

If you have made a Gift Aid declaration, then we will keep your details for up to seven years after the calendar year in which the declaration applied.

## Cookies

Cookies are text files typically stored in your web browser to collect standard internet log information and visitor behaviour information. The Association does not use cookies in the normal functioning of its website.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org). You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.



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## **Other websites**

Our website may contain links to other websites. This privacy policy only applies to our website ([www.ndar.org.uk](http://www.ndar.org.uk)), so when you link to other websites you should read their own privacy policies.

## **How to contact us**

Please contact the Secretary ([secretary@ndar.org.uk](mailto:secretary@ndar.org.uk)) if you have any questions about our privacy and data protection policy or information, we hold about you.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at <https://ico.org.uk/>.

**Adopted: 4 October 2025**

**Next review: October 2026**