

SOUTHWELL AND NOTTINGHAM DIOCESAN GUILD OF CHURCH BELL RINGERS

Data Protection Consent Form DP1(a)

Additional information for a member holding a District or Guild post or who is a tower contact:

Name:

Office:

		Consent to use for Guild purposes		
		Annual Report	Website	Internal Corresp.
Postal address		Yes / No *	Not applicable	Yes / No *
Email address (1)		Yes / No *	Yes / No *	Yes / No *
Email address (2)		Yes / No *	Yes / No *	Yes / No *
Telephone no. (1)		Yes / No *	Yes / No *	Yes / No *
Telephone no. (2)		Yes / No *	Yes / No *	Yes / No *

** delete as appropriate*

I confirm that I have read the explanation of the requirements of the Data Protection Act 1998 relating to records held by the Southwell & Nottingham Diocesan Guild of Church Bell Ringers.

I consent to the items marked 'Yes' in the above table being used where indicated when required.

Signed

Date

Please ensure your completed and signed form is sent to your **District Secretary** (or the Guild Honorary General Secretary for Guild Officers); this may be done by post or by email attaching an image of the completed form.

DATA PROTECTION ACT 1998

The Data Protection Act 1998 requires the Southwell and Nottingham Diocesan Guild of Church Bell Ringers (the "Guild") to ensure that all persons about whom personal information is kept, whether on a computer or as part of paper records, are aware of the information kept and the purpose for which it may be used. The information which you provide to the Guild will, with your consent, be held on a computer and/or in a manual filing system. This data will be processed by the Guild as follows:

As a **member of the Guild** your name will appear in the Guild's Annual Report and may also appear in administrative records including minutes of meetings. The Annual Report is circulated to Guild members and tower contacts in the Southwell and Nottingham Diocese and is available on request to other ringers, including ringers who live outside the European Economic Area (as defined by the Data Protection Act 1998). Copies are also supplied to the Diocese of Southwell and Nottingham, the Nottinghamshire County Library, the Nottingham City Information Office and to the Central Council of Church Bell Ringers.

If you are, or become, a **tower correspondent, a district officer or an officer** of the Guild, this information will (with your consent) be published on the web pages and in the Annual Report of the Guild.

Details of peals rung for the Guild, as submitted to the Ringing World by the conductor or other member of the band, are reproduced in the Guild's Annual Report. The conductor or other member of the band may also arrange publication of the details on the Internet, for example, *BellBoard* and *Pealbase*; this is done entirely at the discretion of the band involved and is not data held or processed by or on behalf of the Guild.

All information provided will only be used for ringing purposes and no commercial use will be made of the information provided.

- **All adult Guild members** are required to complete a Data Protection form. This may be in the format of a tower submission or an individual form DP1.
- **For all junior Guild members, a parent or guardian** must complete a DP1(j) Data Protection form.
- **Guild members who are tower contacts** should fill in the reverse side of the tower submission DP1 or Data Protection form DP1(a).
- **Guild members who are district or Guild officers** should in addition complete Data Protection form DP1(a).
- **Tower contacts who are not members of the Guild** should complete Data Protection form DP1(tc).

Please complete the appropriate form to confirm your consent to your personal data being processed as necessary for the purposes of the legitimate interests of the Guild.

Please ensure your completed and signed form is sent to your **District Secretary**; this may be done by post or by email attaching an image of the completed form.

If you wish to obtain a copy of the data held, a description of the purposes for which it is being processed, description of any potential recipients, or any information as to the source of the data, please contact the Honorary General Secretary of the Southwell and Nottingham Diocesan Guild of Church Bell Ringers. Please note that the Guild may charge a fee of £10 for the provision of this information. This fee may be amended from time to time at the discretion of the Guild Committee and with regard to the prevailing legislation at that time.

Thank you for your assistance

[Tim Poole](#)

Honorary General Secretary