

## **SCACR Data Privacy Policy**

SCACR is an association of change ringers in the county of Sussex. This privacy policy explains how we use any personal information we collect about you.

### **What information do we collect about you?**

We collect the following information about you when you apply to become a member with us:

- Name and Contact Details
- Insurance age-group
- Whether you're an Adult or Minor
- Communication preferences
- The tower that you're a member of
- Whether or not you are DBS checked

If you need to claim expenses from the Association, we will additionally collect bank details from you. We will also collect information about you if you gift-aid donations to the association.

We will collect contact information from you if you are a correspondent for a tower within Sussex.

### **How will we use the information about you?**

The information that we collect about you when you join the association will be used to collect subscription fees, and provide insurance that is included within your membership.

The information that we collect from you if you submit an expenses claim will be used to refund your expenses and prepare SCACR's statutory accounts.

The information that we collect from you if you gift-aid a donation to SCACR will be used to claim gift-aid relief from HMRC.

SCACR may share information that you provide relating to expense claims and gift-aid donations with our accountants, auditors or HMRC.

If you have consented to your name being included in one of the association's printed publications (i.e. soundbow or newsletter) then your name will be shared with our printing service provider.

Otherwise, SCACR will not share your membership or website usage information with other organisations.

The information that we collect from you if you are a tower correspondent will be used to send SCACR information to you that is relevant to the members at your tower. We will also use it to forward enquiries made on the SCACR website

about your tower. We will not publish your contact details or share them with other organisations.

### **Communication**

If you subscribe to Soundbow we use your name and address that you provided us to send your copy to you.

We would also like to send you news about SCACR events which may be of interest to you. If you have consented to receive this information, you may opt out at a later date. You have a right at any time to stop us from contacting you with news of events. If you no longer wish to receive news from SCACR you can click the unsubscribe link at the bottom of any of the news emails, or email us at the following address - [membership@scacr.org](mailto:membership@scacr.org).

### **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 email us at the following address - [membership@scacr.org](mailto:membership@scacr.org).

We want to make sure that your personal information is accurate and up to date. Please ask us to correct or remove information you think is inaccurate.

### **How long will we retain your information?**

If you have claimed expenses from the association then your information will be held for 6 years to support the Association's statutory accounts.

If you have provided your consent to claim gift-aid then the information that you provided when giving your consent will be held for a minimum of 6 years as required by HMRC.

Otherwise, we will only hold your information while you are a member of SCACR. We will delete our information about you within 30 days of you terminating your membership of SCACR.

Your membership of SCACR can be terminated in the following ways:

- Not renewing your membership at the end of your annual subscription in January (this does not apply to Long-Service members, or Honorary Life members).
- Advising us at any time that you wish to terminate your membership. This can be done by email at the following address - [membership@scacr.org](mailto:membership@scacr.org).

If you are not a member of SCACR but have provided your name and contact information because you are a tower correspondent then we will hold your information until we are advised that you are no longer the tower correspondent.

## **Cookies**

As is typical with many websites, cookies are used on the Association's website to improve the experience you have when visiting the website.

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

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. However in a few cases some of our website features may not function as a result.

## **Other websites**

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

## **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 10 April 2018.

## **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you by email ([secretary@scacr.org](mailto:secretary@scacr.org)).