

Welsh Colleges' Society of Change Ringers

Data Protection Statement

1. Background and Scope

The Welsh Colleges Society organises ringing and social events for members and for anyone attending a university or college of further education in Wales.

This document covers the data the society holds about individual members of the society

2. Information

The Society holds the following information about its members:

Data	Purpose	Legal Basis
Full Name and former surname(s)	To uniquely identify members	Legitimate Interests
Address	For correspondence	Legitimate Interests
Home and mobile telephone	For correspondence	Legitimate Interests
Email Address	For correspondence	Legitimate Interests
Emergency contact details	For emergencies arising on tours	Legitimate Interests
College attended	To determine membership category. To analyse trends.	Legitimate Interests
Tours attended	To analyse trends. To keep a historical record of the society's activities.	Legitimate Interests
Officer positions held	To keep a historical record of the society's activities.	Legitimate Interests

3. Maintaining Accuracy of Information

Members should notify the General Secretary if their contact details change. If a member is concerned that their data is inaccurate they should contact the General Secretary.

4. Retention

All contact information including address, phone numbers and email addresses are to be removed from a member's record on the event of them resigning from the society, or on the event of their death if this is notified to the General Secretary. Records of former Members Names, Colleges, Tour Attendance and Society Positions will be retained for archival purposes. Any member known to be deceased will be marked as such in the society's records.

5. Data access

All members' data is to be secured with a password accessed only by the officers for the purpose of conducting society business. Hard copies of information will be kept securely by a Society Officer.

Any member may ask for access to all the information the society holds regarding them. Members can exercise their legal rights in relation to their data by contacting the General Secretary.

This Statement was adopted by a meeting of the Society on 24th October 2020.