

## THE PETERBOROUGH DIOCESAN GUILD OF CHURCH BELLRINGERS

### Data Protection Consent Form

I confirm that I have read the explanation of the requirements of the Data Protection Act 1998 relating to records held by the Peterborough Diocesan Guild of Church Bellringers. I consent to the use of the following information by the Guild for the purposes indicated.

*\*Please delete as appropriate.*

	Please fill in your details below	May we use these details for in-house correspondence?	May we use these details in the Report?	May we use these details on the website?
NAME (BLOCK CAPS)		Yes / No*	Yes / No*	Yes / No*
TOWER(S) (BLOCK CAPS)		Yes / No*	Yes / No*	Yes / No*
Position(s) if any (eg Tower correspondent, Branch Committee)		Yes / No*	Yes / No*	Yes / No*
Address including postcode		Yes / No*	Yes / No*	Yes / No*
Telephone number:		Yes / No*	Yes / No*	Yes / No*
Email address:		Yes / No*	Yes / No*	Yes / No*

Please add any further information which you think may be relevant .....

Signed ..... Date .....

Name (block capitals) and Signature of parent or guardian if under 17..... Date .....

Please post (or scan and email) this form to your Branch Secretary, at the address to be found in your Annual Report or at <http://rutlandbellringing.org/contacts/>

## DATA PROTECTION

The Data Protection Act 1998 requires 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. Please note that the information which you provide to the Peterborough Diocesan Guild of Church Bell Ringers will, with your consent, be held on a computer and may also be held in a manual filing system. This data will be processed by the Peterborough Diocesan Guild of Church Bell Ringers as follows:

The information may be included in Guild newsletters and other Guild publications including the Annual Report. This is circulated to members 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 supplied to the Diocese of Peterborough, some public libraries and to the Central Council of Church Bell Ringers. Details of peals rung for the Guild will be published in the Ringing World and reproduced in the Guild's Annual Report. If you are, or become, a tower correspondent or an officer of the Peterborough Diocesan Guild of Church Bell Ringers, this information may (with your consent) also be published on the internet web pages of the Peterborough Diocesan Guild of Church Bell Ringers. 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 Guild Secretary, The Peterborough Diocesan Guild of Church Bell Ringers. Please note that the Peterborough Diocesan Guild of Church Bell Ringers is entitled to charge a statutory fee, currently not exceeding £5, for the provision of this information.

Please complete the Data Protection Consent Form to confirm your consent to your personal data being processed in the manner set out above and as necessary for the purposes of the legitimate interests of the Peterborough Diocesan Guild of Church Bell Ringers, subject to the restrictions indicated on the form for the specified items of data.

The form needs to be signed. It can be forwarded electronically so long as it is attached to an email showing your personal email address, thus authenticating it.

**If you are a tower correspondent and you decide not to allow your details to be printed in the Annual Report, please supply the name of an alternative contact, and pass on this letter and consent form to him or her for completion.**