

Oxford Diocesan Guild Data management processes

This document describes how the Guild collects, stores and uses personal information.

Collection

Membership information is collected by the new member applying online. Subsequent updates should be made by the member annually. Members can also update or provide additional information at any time. System administrators can also make legitimate amendments to a members record at the request of the individual or the request of a Guild or Branch Officer.

Storage & protection

The Guild currently stores information using an online Database system called Membermojo:

- Some information is shared between the Guild and the member's Branch, notably membership information (for Guild membership records and for the Guild report) and contact details (of Guild officers and Tower Correspondents).
- Members e-mail addresses may be held in mailing lists external to the membership system. This information is password protected, with access limited to the mailing list administrators.
- E-mail addresses of Guild officers, Branch officers and tower correspondents are held on the mail server to enable messages sent to generic addresses to be forwarded to them. Access to this information on the mail server is password protected with access limited to system administrators.

Use, retention & consent

Personal information is used primarily to manage membership and communicate with members. Names and photos may also appear as part of the Guild's historic record in reports, minutes, articles, newsletters or on the website.

Most information is used on the basis of the Guild's legitimate interest¹ so formal consent does not apply. Where consent does apply it is often implied, for example: When a tower correspondent provides his/her contact details it implies consent to be contacted using it. When a member takes part in a team photograph it implies consent to it being taken and used in Guild records and/or publicity. When a ringer supplies an e-mail address it implies consent to receive email.

Information is retained on the membership system for up to seven years after membership expires. Contact information will then be deleted. Some information (membership and records of participation) will be held indefinitely as part of the historic record.

Transparency

- The Data Privacy Policy and related document are available on the Guild website, see: <https://odg.org.uk/gdpr>.
- New members will be informed of the policy when they join and given the link above.
- Meetings will include a reminder that the names of contributors may be recorded.
- If a photo is intended to be used other than for the obvious purpose (e.g. for publicity outside the ringing community rather than for internal record and publicity) then permission will be sought.

¹ See accompanying document on Legitimate Interest Assessment

Transition

The one-off actions below are needed as part of the transition between the previous informal system and the more formal system following GDPR.

The following one-off process will be used to rationalise the situation:

- Members mailing lists will be set up in the membership system and the existing members mailing lists will be deleted. Branches using their own mailing lists will be instructed to move to using the membership system lists and to delete their local lists.
- The Guild Membership Secretary will reconcile records held by the membership secretary against those of the current membership.