



## DATA PRIVACY NOTICE

### CASTOR RINGING SCHOOL

#### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation, (the "GDPR").

#### **2. Who are we?**

The Castor Ringing School is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### **3. How do we process your personal data?**

The Castor Ringing School complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer and maintain membership records via a local and/or web-based list of Contacts, including attendance records;
- To inform you of news, events, activities and services running at the School via a local and/or web-based Email Distribution System;
- To be used on a local and/or web based Sign-up system;
- To share your contact details with the Association of Ringing Teachers (ART) for the purposes of maintaining learner records on SmART Ringer, the web-based system of ART;
- To fundraise and promote the interests of the school.

#### **4. What is the legal basis for processing your personal data?**

Explicit consent of the data subject so that we can record your progress and keep you informed about news, events, and activities, and share with ART.

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the School Committee, or with the Association of Ringing Teachers via SmART Ringer.

#### **6. How long do we keep your personal data?**

We retain data while it is still current and for up to 6 years after the calendar year to which they relate.

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Ringing School holds about you;
- The right to request that the Ringing School corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Ringing School to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the School Administrator, Chris Burgess on [administrator@castor.ringingschool.uk](mailto:administrator@castor.ringingschool.uk).

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Useful information can be found on the following websites:

Castor Ringing School <http://castor.ringingschool.uk> 

Association of Ringing Teachers <http://ringingteachers.org>

SmART Ringer <https://smartringer.org>