|  |  |
| --- | --- |
|  | Peterborough Diocesan Guild of Church Bellringers |
| Guild Officer, Branch Officer & Tower Correspondent General Data Protection Regulation |

In accordance with the General Data Protection Regulations, as amended by the Data Protection act of 2018, the Peterborough Diocesan Guild of Church Bellringers (hereafter, “the Guild”) undertakes to use the personal information provided by you for the following purposes in conjunction with any role you hold, now or in the future:

* **For Guild use:** The Guild may need to contact you to request or provide information. This may be relating to Guild, branch and national events, relevant news or information with an impact on ringing and ringers. E-mail is the Guild’s preferred means of communication. The Guild may also use your name in its records and accounts, to include communication on ringing to church authorities and the general public. By completing this form you acknowledge this use.
* **For publication on the Guild website:** As a Guild officer, Branch Officer or Tower Correspondent it is important that ringers are able to contact you. To this end, contact information will be published on the Guild website and associated with your tower or role. The website information will give your name and e-mail address as the preferred option. If you do not have an email, the next choice would be telephone number. The Guild’s preferred option is not to publish home addresses on the website, but if you wish that to be the only form of contact then you may indicate this.
* Guild officers, and Branch officers holding posts of **Chairman, Secretary, Treasurer, Steward & Ringing Master** have a role-specific Guild e-mail address available to them. By default, this will be configured to forward to the personal address provided. The Guild email address will be published on the website and in the annual report; information concerning a personal e-mail address remains necessary to set this up but will not be published.
* **For publication in the annual report:** As a Guild officer, Branch Officer or Tower Correspondent, the annual report will publish the information you consent to be published, to include your name, address, telephone number and e-mail address.

|  |  |  |  |
| --- | --- | --- | --- |
| Details | Please fill in your details below | Tick to allow use on the | |
| Guild Website | Annual Report |
| Name |  |  |  |
| Address |  |  |  |
| Telephone |  |  |  |
| E-mail address |  |  |  |

Please provide any additional information that you believe may be relevant.

|  |
| --- |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Signature |  | Date |  |

The form can be returned by e-mail, to the Guild Secretary. If the form is returned from the e-mail address on the form, no signature is required, just type your name in the Signature space.

The form can be returned by post, in which case a signature is required.

The Guild will hold this information securely for the duration of your membership of the Guild or you hold the relevant position, whichever is the longer. You may update your details or permissions at any time by contacting the Guild Secretary by e-mail or in writing.

E-mail: [secretary@pdg.org.uk](mailto:secretary@pdg.org.uk) In writing: Helen Allton, 16, Damson Close, Thrapston, NN14 4RG.