

Hereford Ringing Course

Data protection

We store, on paper and electronically, the some or all of the following data items for the purposes of running the Hereford Ringing Course:

- Title
- Name
- Address
- Telephone number
- eMail address
- Home Tower
- Age (specific year for under 18's, and in age brackets for those over 18)
- Applied group
- Ringing experience/ability/preferences
- Additional lectures requested/available to help with
- Transport – car available yes or no, how many passengers
- Going straight to tower
- Arriving by train – yes or no, arrival time
- Meals – any special meal requirements
- Meals ordered
- Resident or not
- Safeguarding (hold DBS enhanced disclosure yes or no)

The electronic version of this data is retained for a period of 25 years, so that past attendees can be contacted at a later date, to inform them of special events. Paper copies are destroyed after 5 years.

The data protection officer is the Course director. Permission to hold this data is sought on the forms completed by applicants/invitees to the course.