



## Dorset County Association of Church Bell Ringers

Web Site: <http://dcacbr.org.uk/>

Email: [dcacbr@gmail.com](mailto:dcacbr@gmail.com)

Tel: 0844 357 7533

Dorset County Association of Church Bell Ringers  
Bell Restoration Fund is a registered charity. Charity number 294239

6<sup>th</sup> November 2023 V1.0

### Administration of DCA Membership Records

#### Overview

The **Dorset County Association of Church Bell Ringers (DCA)** membership records are maintained and managed by the secretarial team. These records consist of two primary components:

1. **Master Membership List** – maintained in **Microsoft Excel**.
2. **Email Distribution List** – a subset of the Master List, maintained in **Microsoft Excel** and **Google Contacts** under the **DCACBR email account**.

This arrangement has been in place for a considerable number of years (certainly pre-2018), predating the tenure of the current officers. To the best of our knowledge, there has never been a database or any other format used for storing DCA membership data. These records represent the authoritative and complete history of the Association's membership.

#### Master Membership List

The **Master Membership List** is the authoritative record of all DCA members since the Association's founding in **1983**. It contains the following fields for each member:

- **Title** (e.g., Mr., Mrs., Dr.)
- **Name**
- **Year Joined DCA**
- **Last Declared Tower Membership**

#### Record Retention

- Once a member is entered into the Master List, their name **is never removed**, including in the event of death.
- The list serves as a complete historical record of membership since 1983.

#### Email Distribution List

The **Email Distribution List** is a subset of the Master Membership List and includes members' email addresses to allow contact by the DCA. This list is maintained in **Microsoft Excel** and **Google Contacts** under the **DCACBR email account**.

#### Email Address Retention

Email addresses are only held for members currently on the distribution list. They may be **removed** under the following circumstances:

1. **Non-delivery Reports (NDRs):**
  - The Secretary monitors emails that fail to deliver.
  - If a member consistently generates NDRs over a **2-month period**, their email may be removed until the DCA is informed of their new email address or the mailbox issue is resolved.
2. **Member Request:**
  - A member may directly request in writing via email to be removed from the Email Distribution List.
3. **Membership Audit Non-Response:**
  - Members who have **not attended any events in the preceding year** and have **not completed a membership audit in the preceding five years** are sent a request to confirm continued participation.
  - If no reply is received, the email may be removed from the distribution list.
4. **Notification of Death:**
  - The Secretary removes the email when notified of a member's death.

## Reinstatement of Email Addresses

- Any member who has previously been removed from the Email Distribution List may provide the DCA Secretary with their **new email address**.
- Upon verification that the individual is a **current member**, as shown in the Master Membership List, their contact details will be **added back** to the Email Distribution List.

## Retention Policy

- Members **cannot and will not** be removed from the Email Distribution List for any other reason, such as moving outside Dorset.
- Since 2018, this policy has been strictly followed to ensure members continue to receive information they are entitled to.

## Access to Records

The DCA membership records are covered under **UK GDPR regulations**, meaning access to this data must be carefully controlled to protect members' privacy and ensure legal compliance.

- Access is restricted to a **need-to-know basis**.
- Only the **Secretary** and **Assistant Secretary** have access to the Master Membership List and Email Distribution List.
- This policy safeguards the rights of members and protects the DCA from potential legal prosecution.

## Outgoing Secretarial Team Members and Data Security

When a member of the secretarial team **leaves their term of office**, the following actions must be taken to ensure data security:

1. **Destruction of Copies:**
    - Any copies of membership data held by the outgoing officer, including backups, must be securely destroyed.
  2. **Google Account Security:**
    - The **DCACBR Google account password** and any associated recovery keys must be changed to prevent unauthorized access.
- This process was **not inherited** by the current officers, and there is **no confirmation** that this procedure was followed by previous office holders.

## Outgoing Officer Checklist (Recommended)

- Destroy all copies of membership data (digital and print).
- Delete any backup files containing membership data.
- Change the DCACBR Google account password and recovery keys.

## Summary

- The DCA membership records are exclusively maintained by the secretarial team in **Microsoft Excel** and **Google Contacts**.
- The **Master Membership List** is a permanent historical record of all members.
- The **Email Distribution List** is a dynamic subset, with email addresses removed only under specific circumstances (non-delivery, member request, non-response to audits, or death).
- Members who have previously been removed can have their email **reinstated** upon verification of membership.
- Access to these records is strictly limited to the Secretary and Assistant Secretary in accordance with **UK GDPR regulations**.
- Outgoing secretarial team members must destroy all copies of membership data and update Google account credentials to maintain data security.
- No other formats or databases have been used, and the retention policies have been consistent for decades.