

Data Protection Impact Assessment

Slide 1

ART DPIA: ANNEX 1

ART Processes

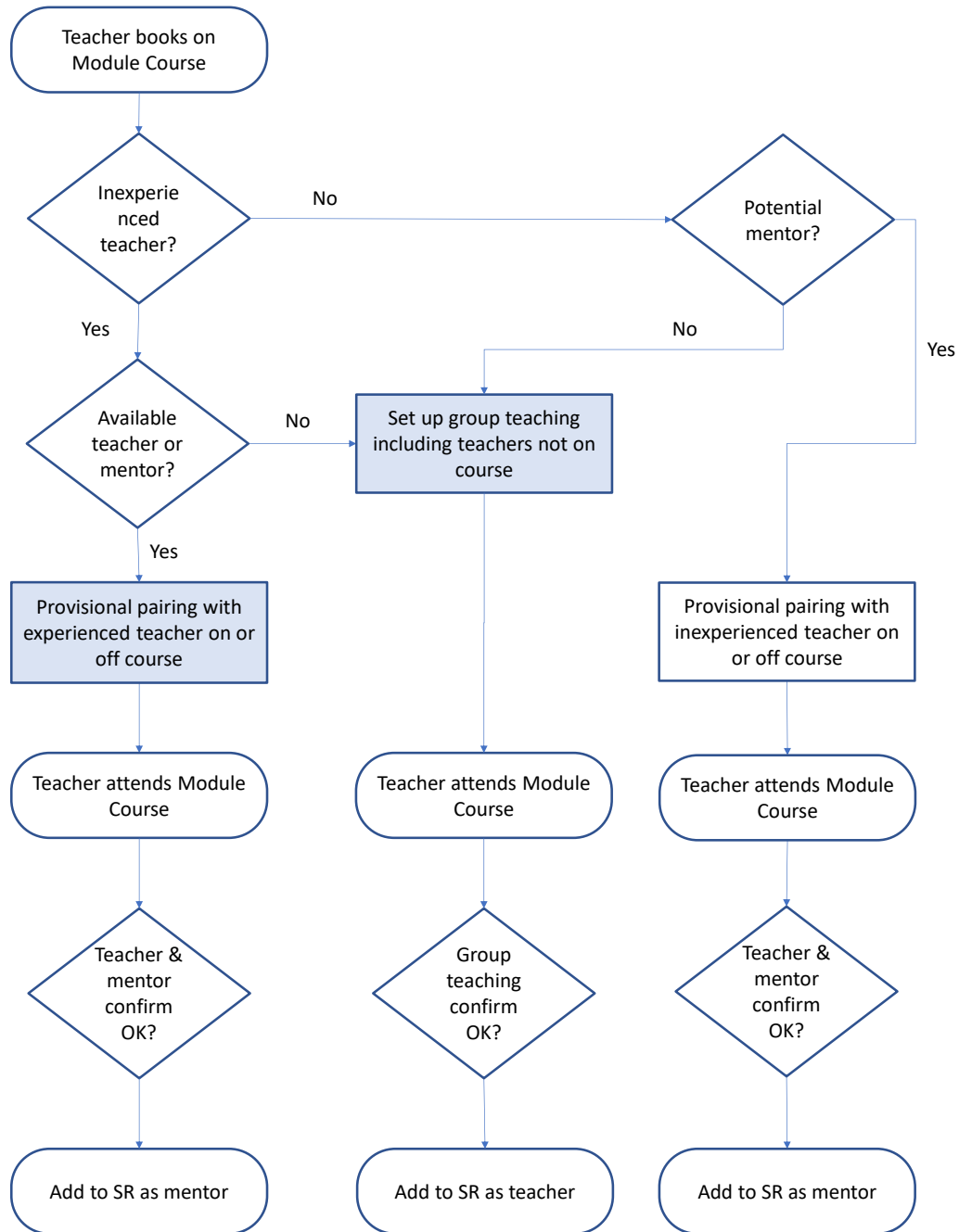
1. Mentor Selection
2. Adding a Teacher
3. Teacher changing Mentor
4. Lapsed Teachers
5. Accreditation
6. From Assessed Lesson to Membership
7. Membership – Associate & Full Members
8. Membership – Affiliate Members
9. Membership – Resigned, Terminated & Deceased
10. Safeguarding
11. Adding a LtR Ringer
12. LtR Ringer Progressing through a LtR Level
13. Lapsed Ringers
14. LtR Ringer Changing Teacher
15. Appointment of Tutors
16. Appointment of Assessors
17. Appointment of Workshop Leaders

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Mentor selection
Process owner – Paul Lewis

Business rules for mentor eligibility

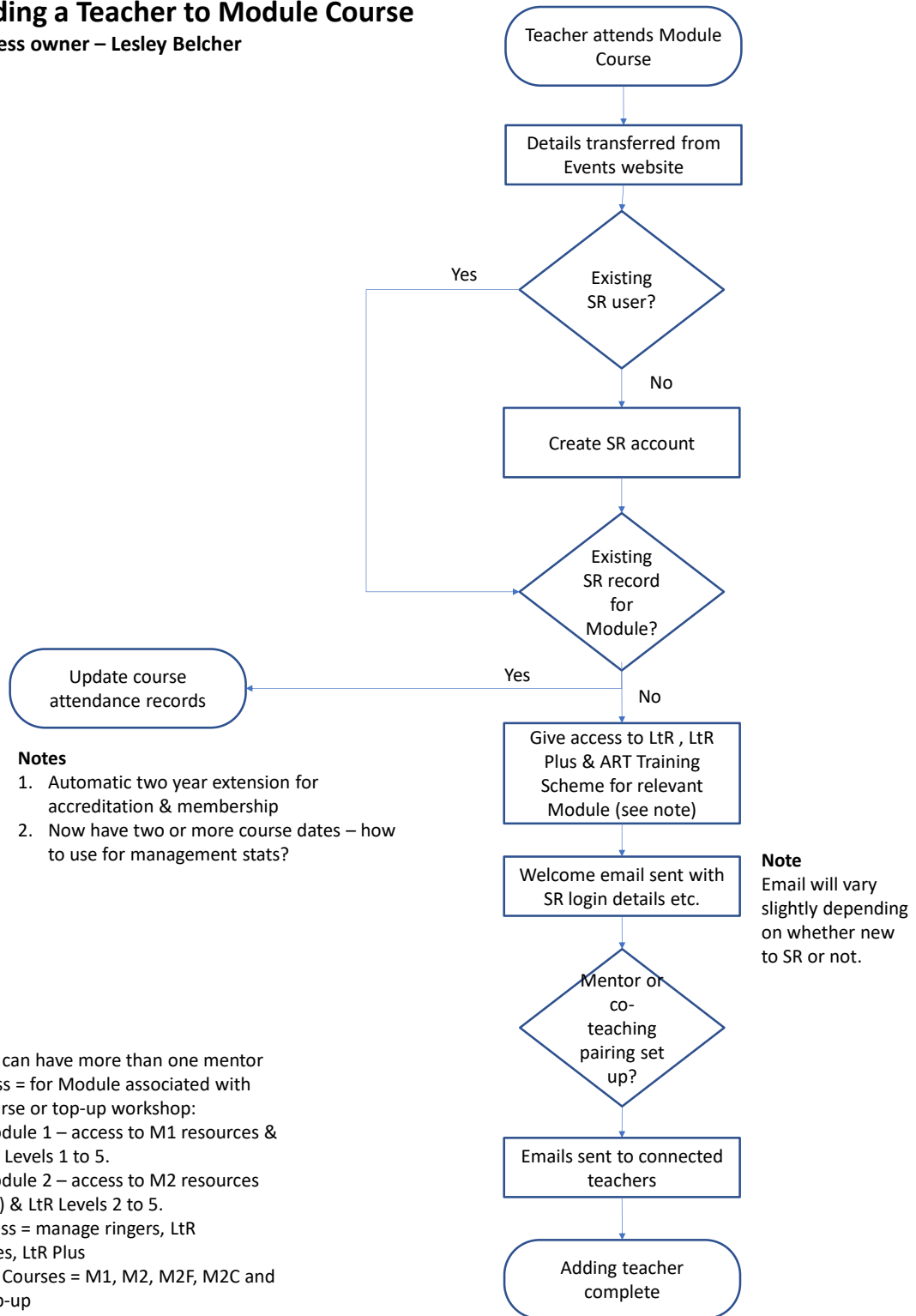
- Has already attended qualifying Module course OR will attend same Module course as teacher.
- Attended day course in previous two years (or within agreed extension period.)
- NOT suspended, lapsed, resigned or terminated Member.



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Adding a Teacher to Module Course

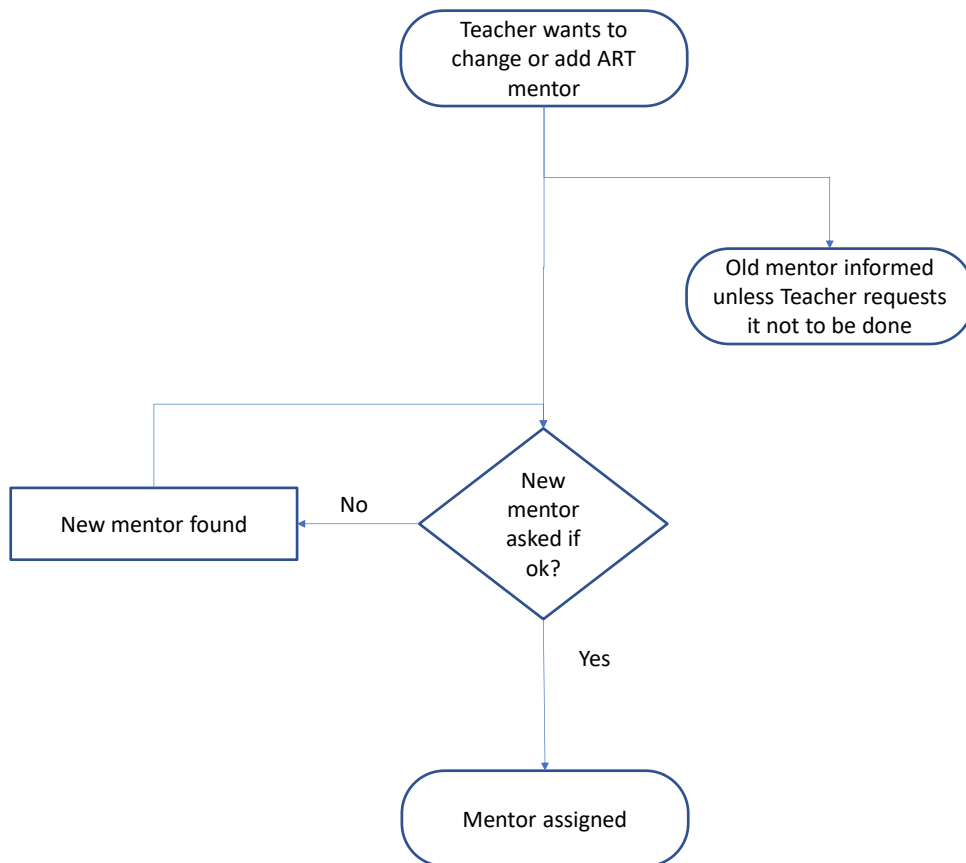
Process owner – Lesley Belcher



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Teacher changing Mentor

Process owner – Lesley Belcher

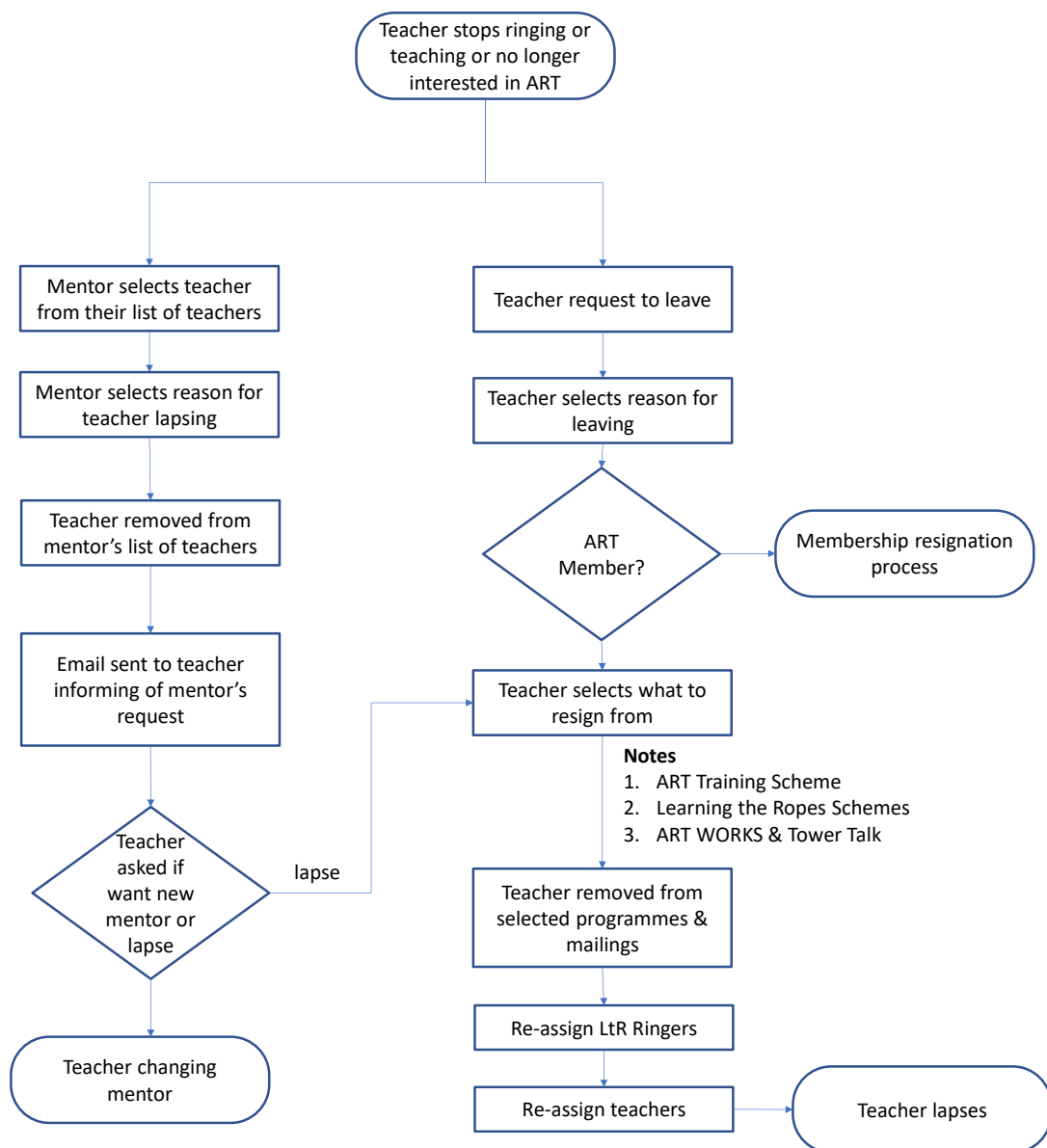


Notes

1. Teacher can have more than one mentor

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Lapsed Teachers
 Process owner – Lesley Belcher



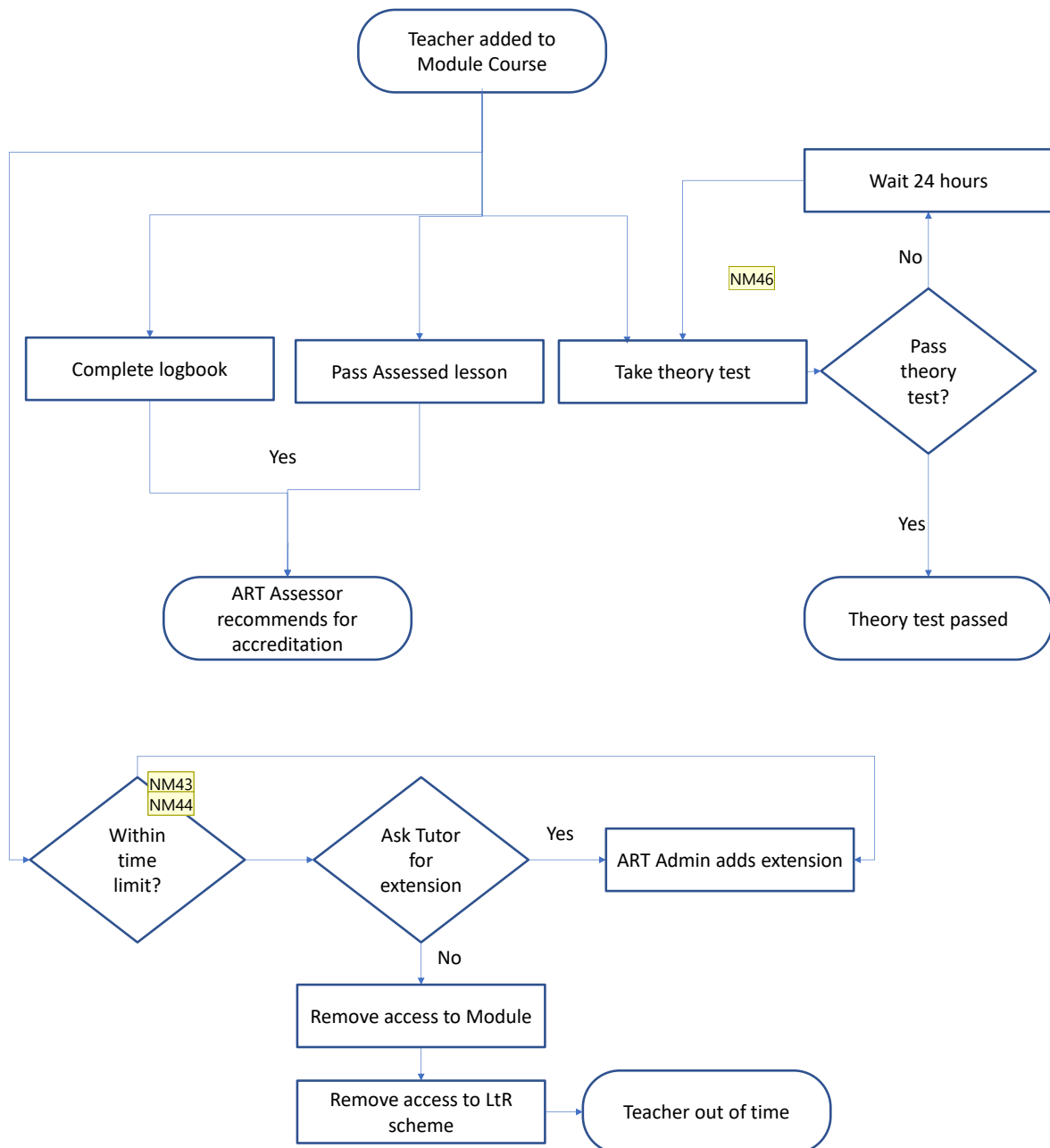
Notes
 Request to lapse can be initiated by teacher from SmART Ringer OR email to membership Secretary or ART Administrator

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NM39

Teacher Accreditation

Process owner – Paul Lewis



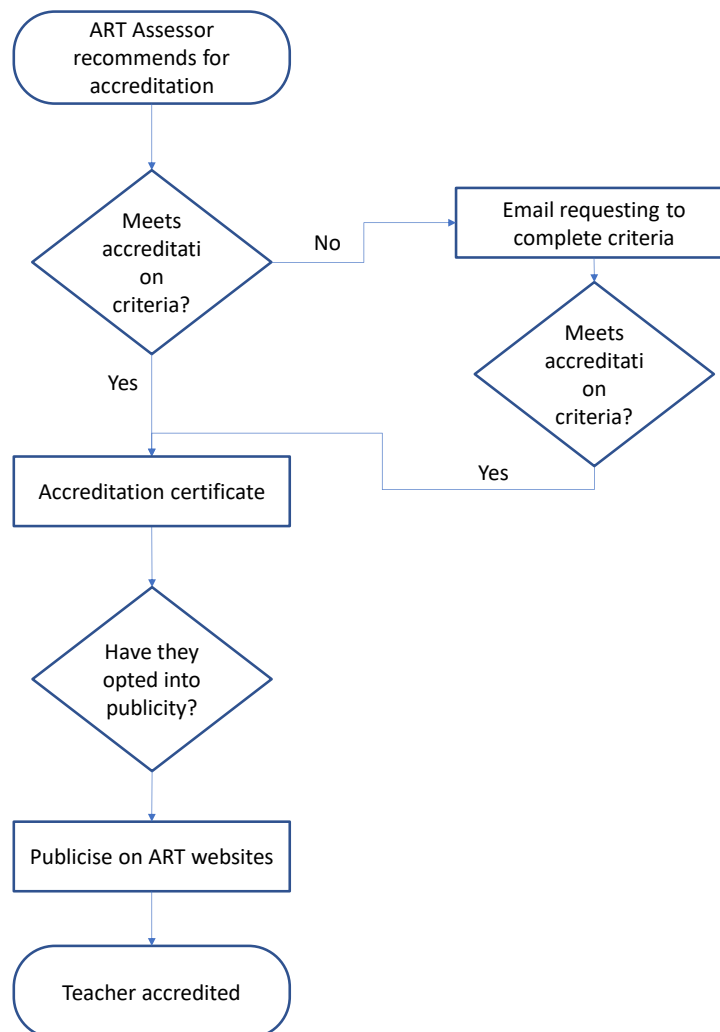
Notes

1. Time limit is 2 years from last Module course attended unless has Tutor extension
2. If teacher a LtR ringer – still has access to LtR resources
3. What does complete logbook mean - define

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From Assessed Lesson to Accreditation

Process owner – Paul Lewis



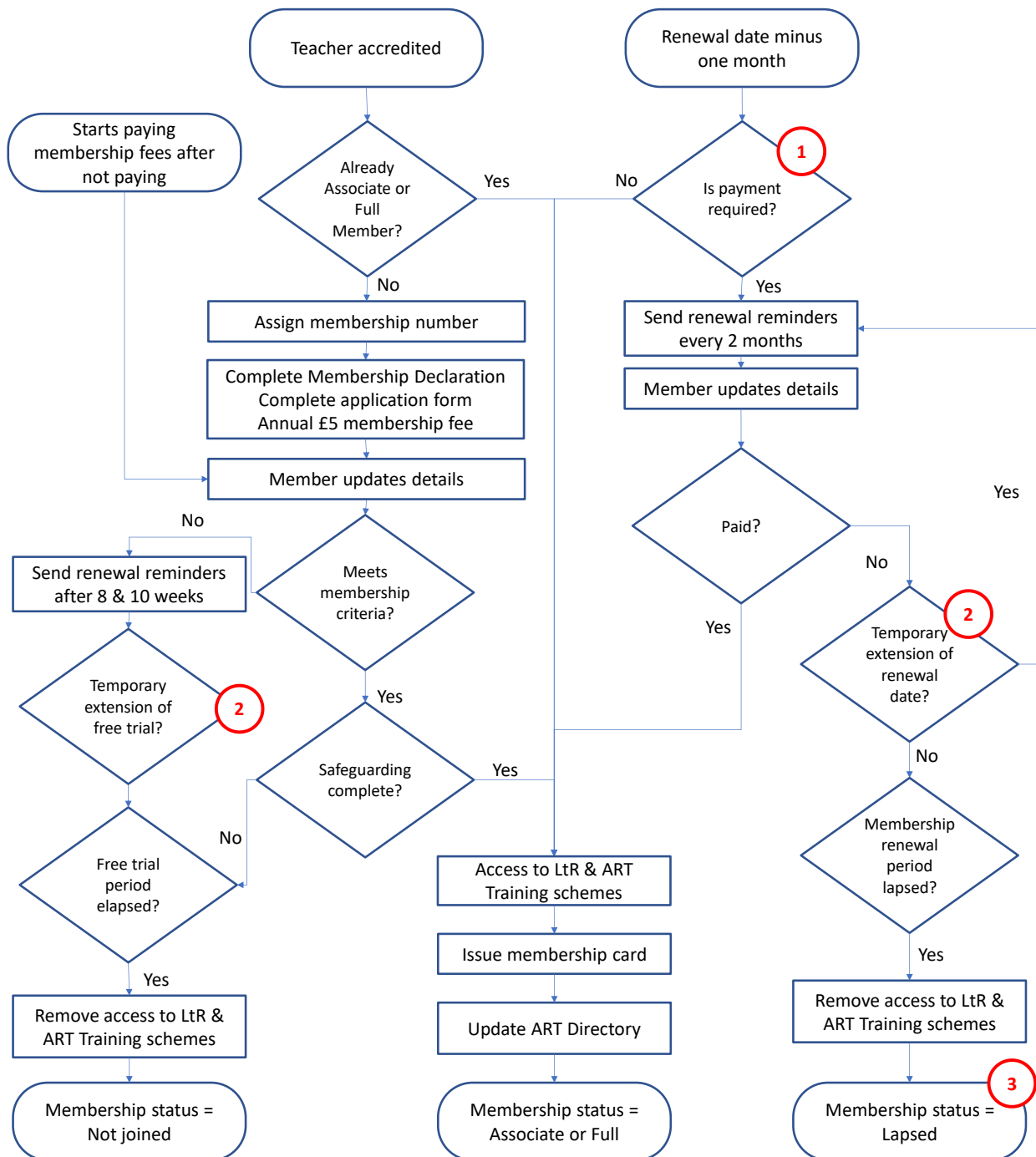
Notes

1. Accreditation criteria:
 - Attended day course
 - Passed theory test
 - Assessor seen completed logbook
 - Passed assessed lesson
 - Within time limit from last course attended to assessed lesson
2. Add name of ART Assessor to current accreditation certificate

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Membership – Associate & Full Members

Process Owner – Paul Flavell



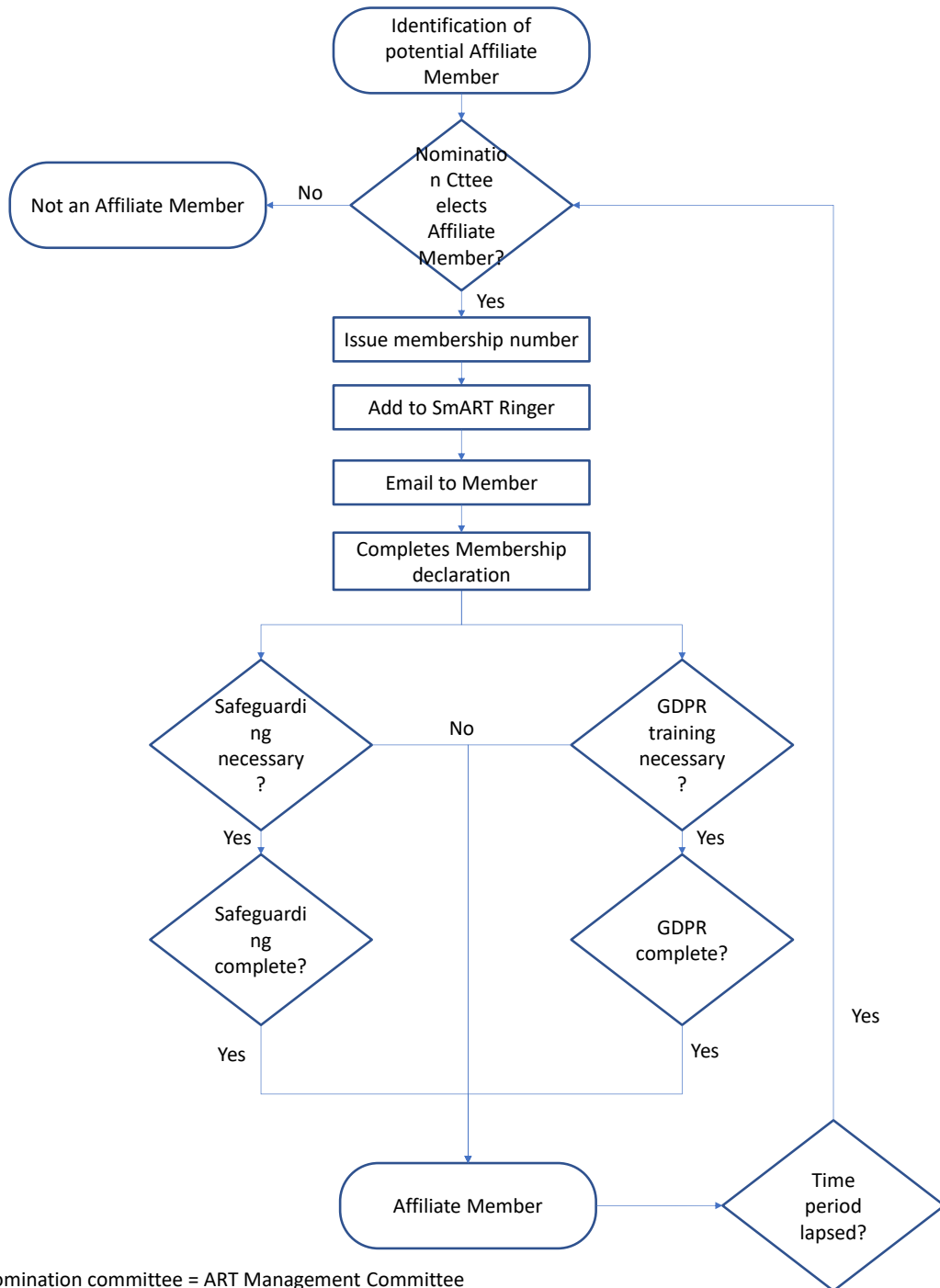
Notes

1. Payment not required from Affiliate Members, **ART Patrons or Sponsors** or those who've paid for multiple years
2. Default free trial period = 3 months and default membership renewal period = 9 months
3. Membership status = resigned if corresponds and says doesn't want to renew (e.g. stopped ringing or ill)

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Membership – Affiliate Members

Process owner – Paul Flavell



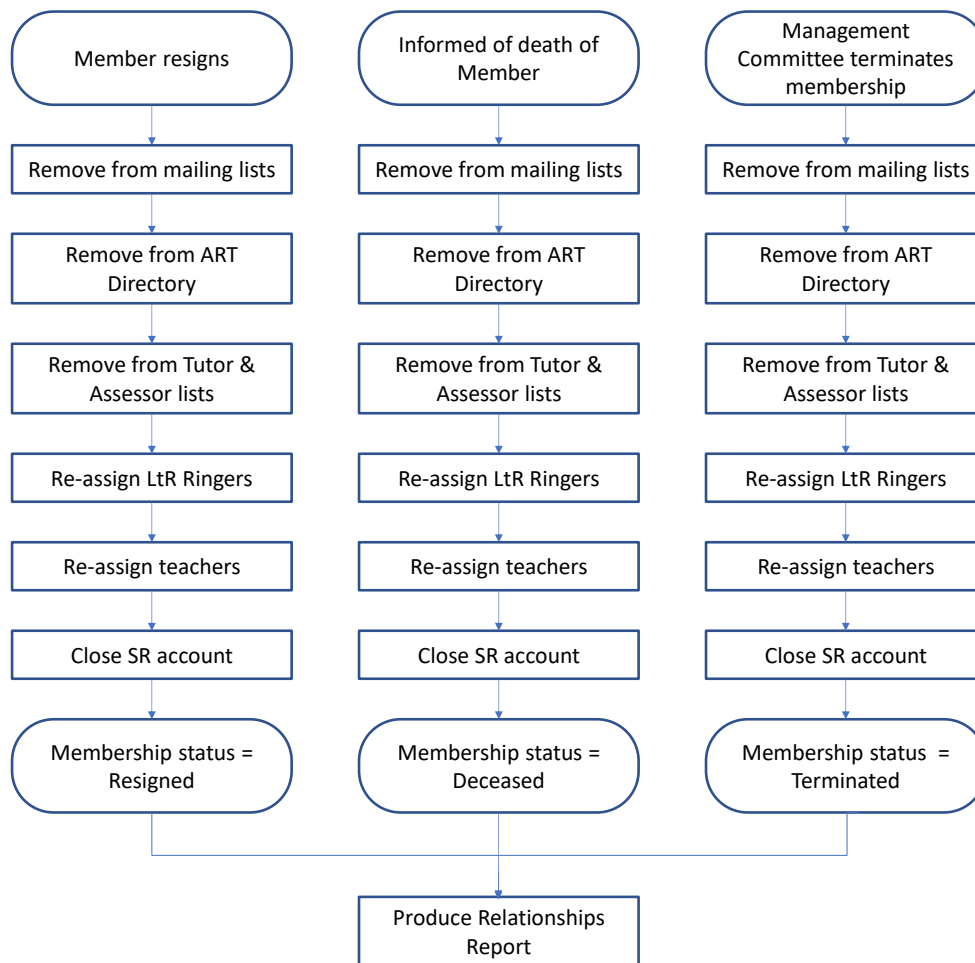
Notes

- 1. Nomination committee = ART Management Committee
- 2. No payment

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Membership – Resigned, Terminated & Deceased

Process owner – Paul Flavell



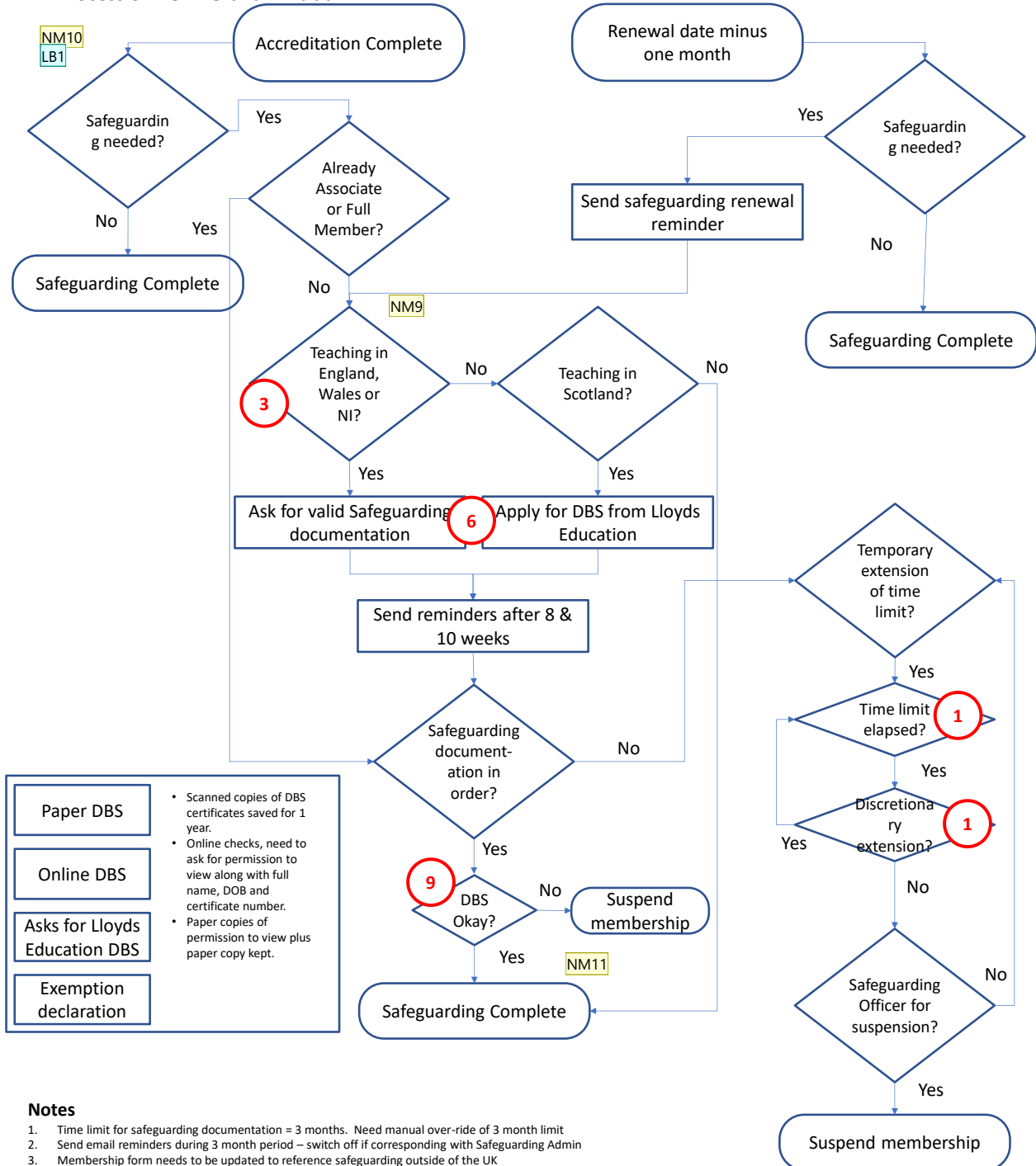
Notes

1. Closing an account does not mean delete account
2. We need to define the different states an account can go through - this may exist, Lesley to check. Once defined it will need to go into the Data Dictionary.
3. A 'suspended account' could be renamed to 'DBS not completed'.

Slide 11

Safeguarding

Process owner – Graham Nabb



Paper DBS	<ul style="list-style-type: none"> Scanned copies of DBS certificates saved for 1 year. Online checks, need to ask for permission to view along with full name, DOB and certificate number. Paper copies of permission to view plus paper copy kept.
Online DBS	
Asks for Lloyds Education DBS	
Exemption declaration	

Notes

1. Time limit for safeguarding documentation = 3 months. Need manual over-ride of 3 month limit
2. Send email reminders during 3 month period – switch off if corresponding with Safeguarding Admin
3. Membership form needs to be updated to reference safeguarding outside of the UK
4. Automated email sent out to remind member to complete safeguarding, after this an exception report will be produced
5. Home tower is used as a basis to decide on location of ringer (E, W, NI, S)
6. Need a flag in the directory that the member teaches vulnerable adults and children (or DBS checked)
7. System needs to store DBS documentation
8. Process for approving someone who uses 'Exemption Declaration' required
9. Need to define what a valid DBS is

Payment options – membership

Standing orders

- Not given this option for new membership
- About 50% of members pay this way
- Preferred option (no reminders needed) BUT can't differentiate from BACS payment on bank account
- Richard has view access on bank account

BACS

- Richard has view access on bank account

Cheque

- Propose not to offer but can contact if member wants to make special arrangements
- Richard says number paying by cheque decreasing

Paypal

- The mechanism we ask international members to use
- £5 membership incurs 27p paypal charge
- Richard would like view access of paypal account

Paying for multiple years

- Would like to offer ability to pay for multiple years

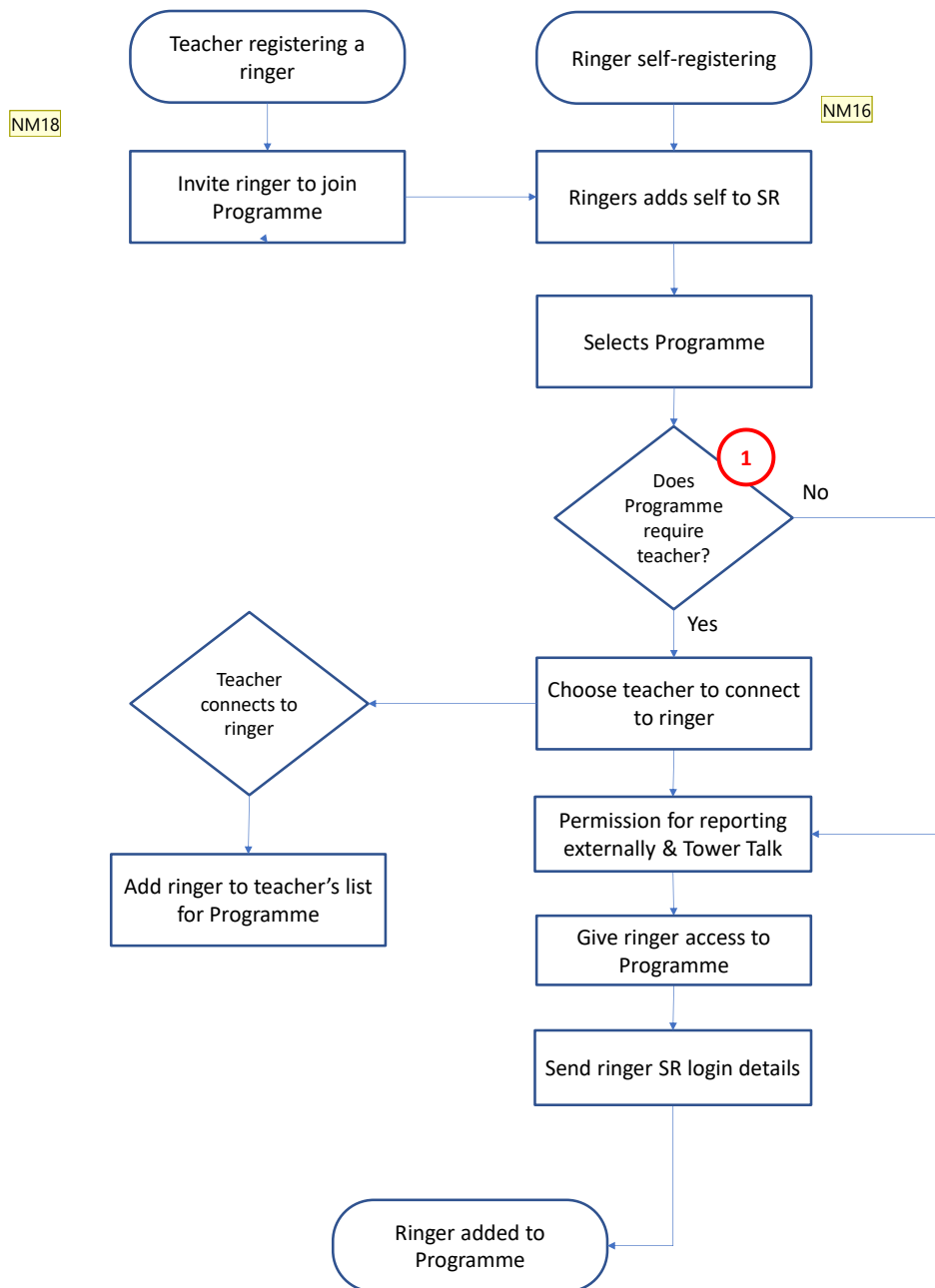
Gift Aid

- Would like to get people to sign up for Gift Aid

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Adding a Ringer (LtR, LtR Plus, LtR Handbells, 50 RT)

Process owner – Lesley Belcher



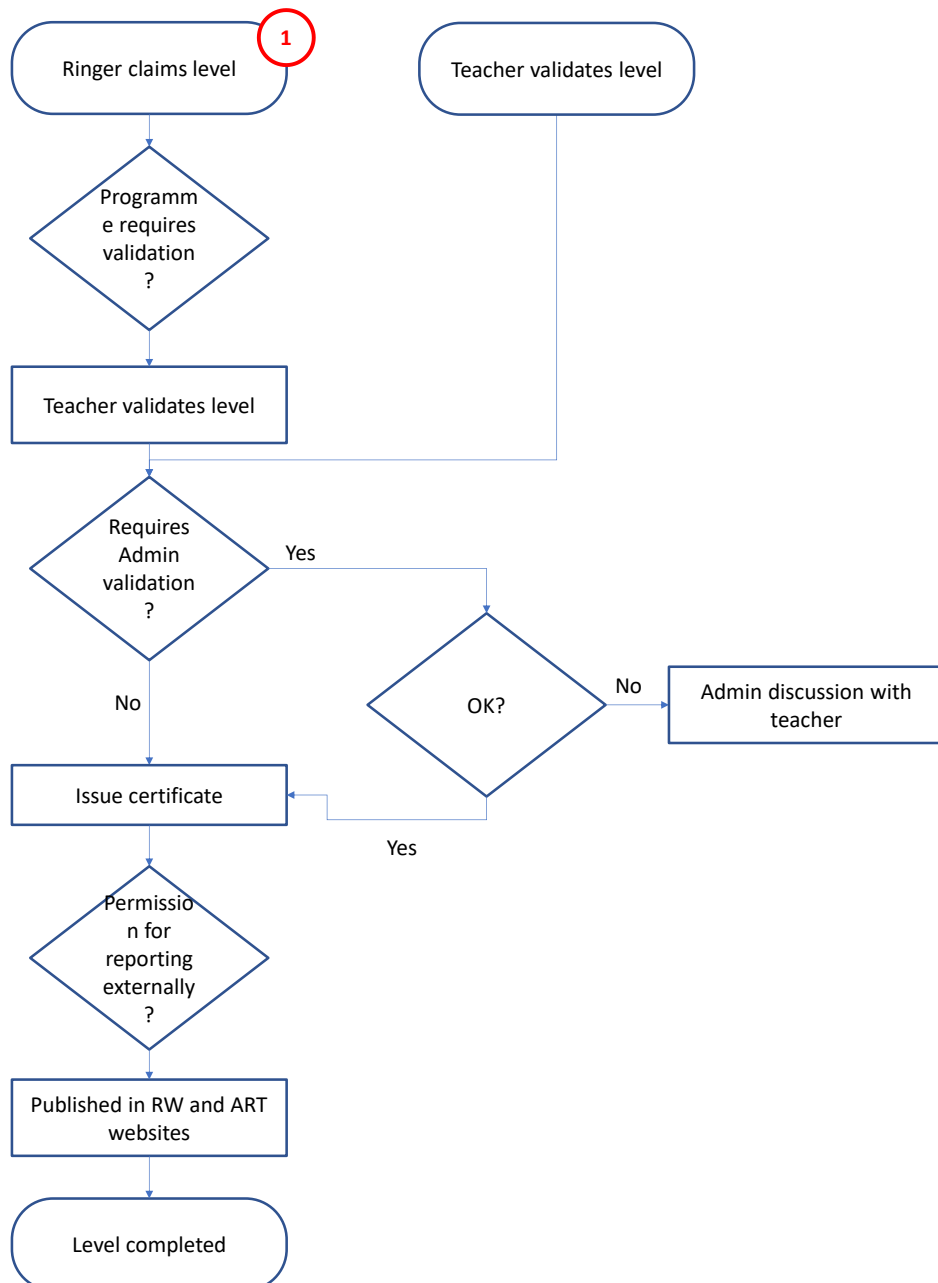
Notes

1. Certificates:
 - LtR Plus – self-certification
 - 50 Ringing Things – self-certification
 - LtR Handbells – teacher OR self-certification
 - Ltr – teacher certification

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Ringer progressing through a Level (LtR, LtR Plus, LtR Handbells, 50 RT)

Process owner – Paul Lewis



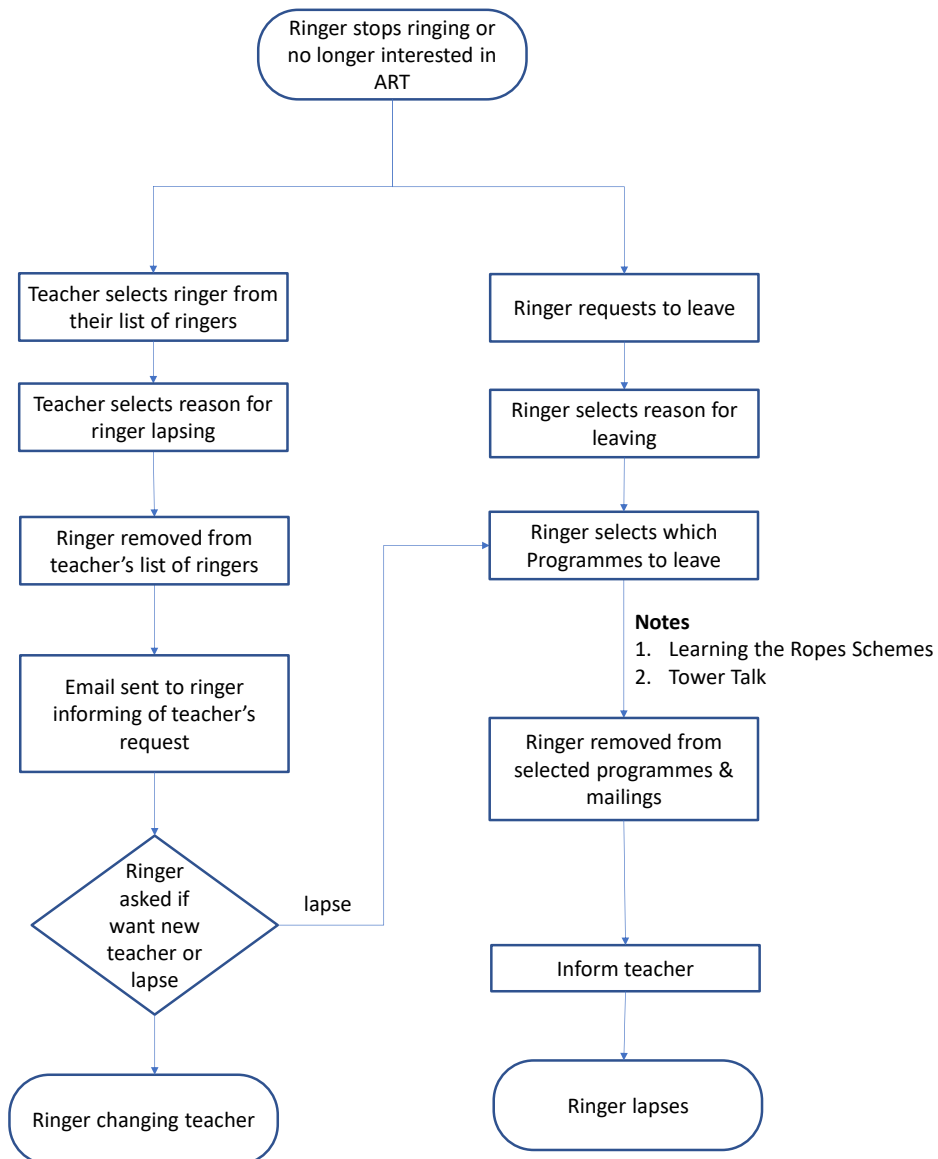
Notes

1. Design for adding sub-level claims

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Lapsed Ringers

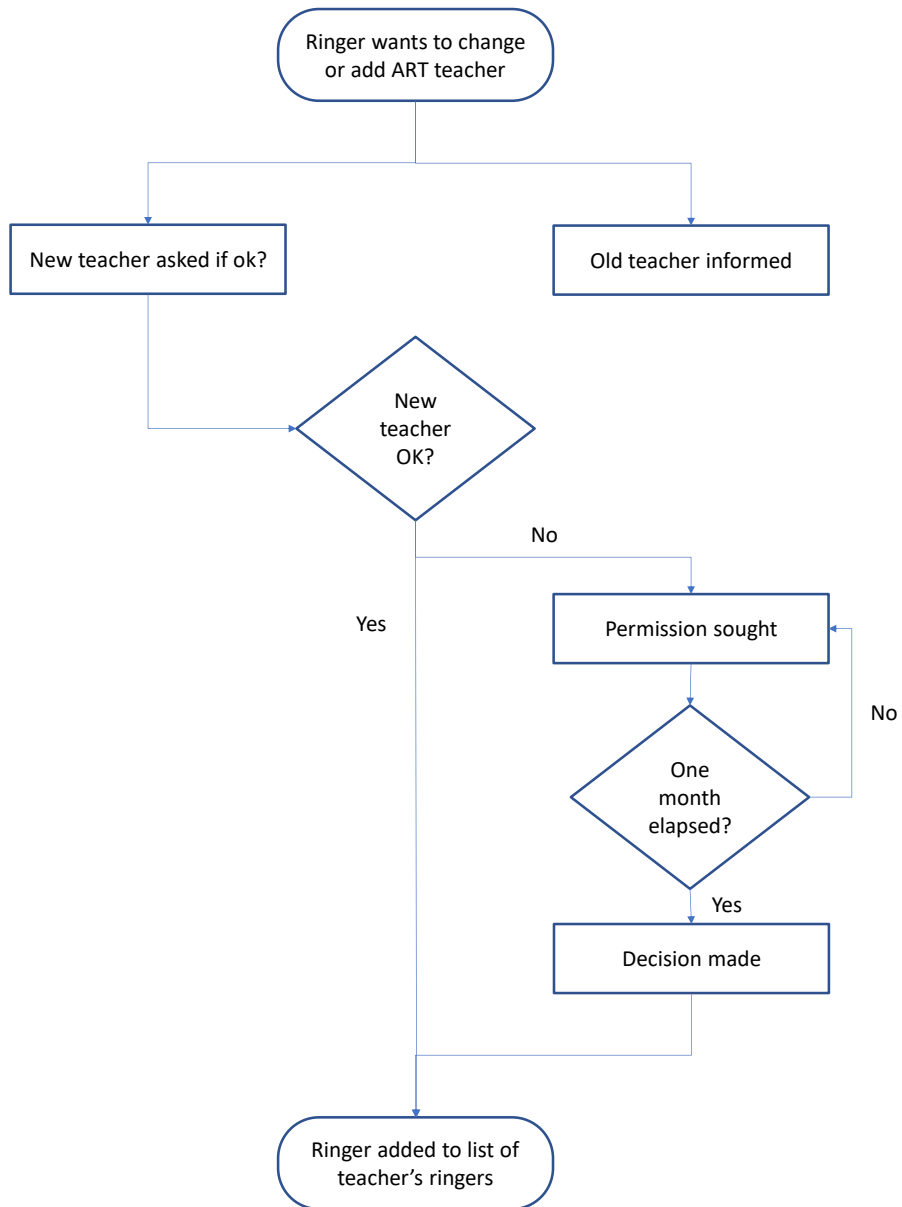
Process owner – Lesley Belcher



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Ringer changing Teacher

Process owner – Lesley Belcher

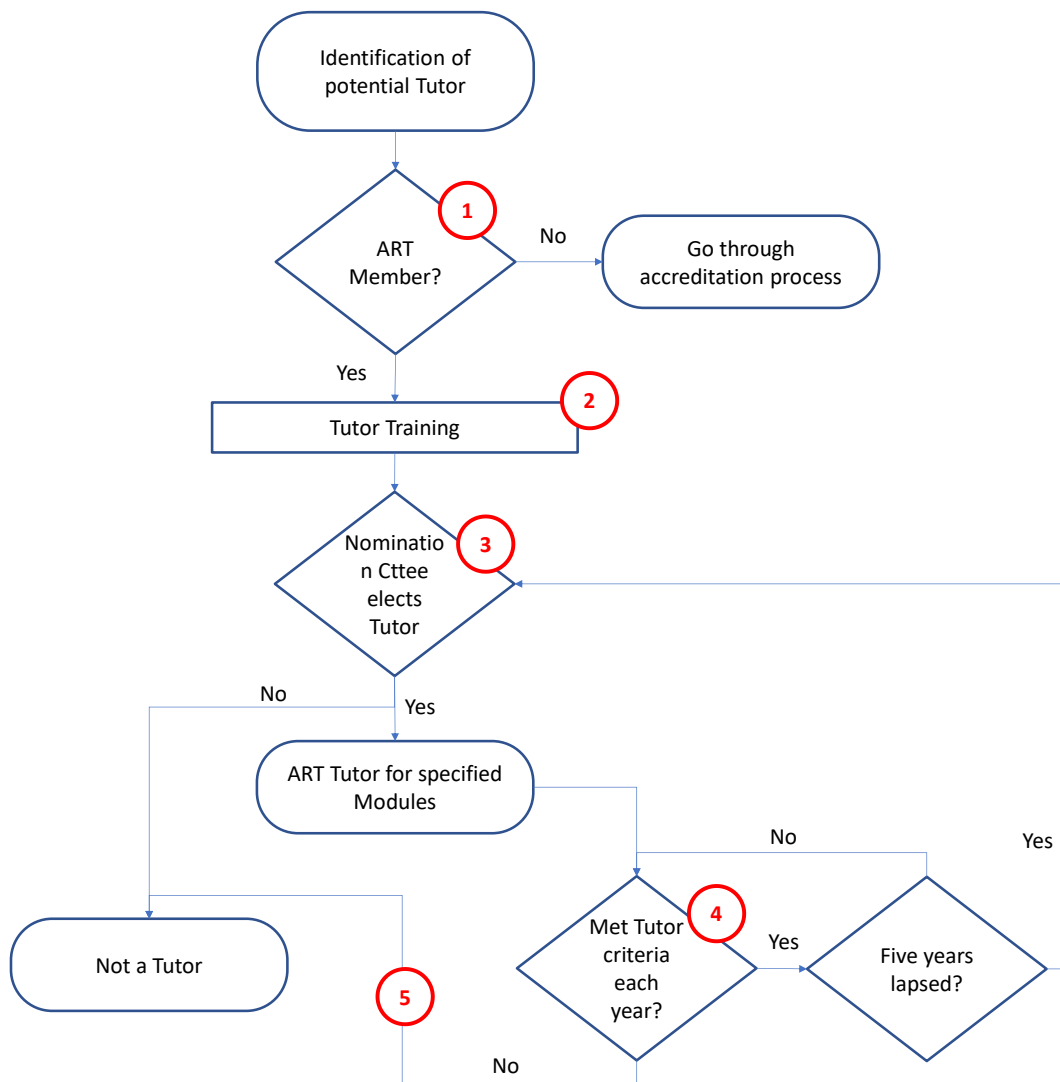


Notes

1. Ringer can have more than one teacher.

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Tutors – appointment
Process Owner – Graham Nabb



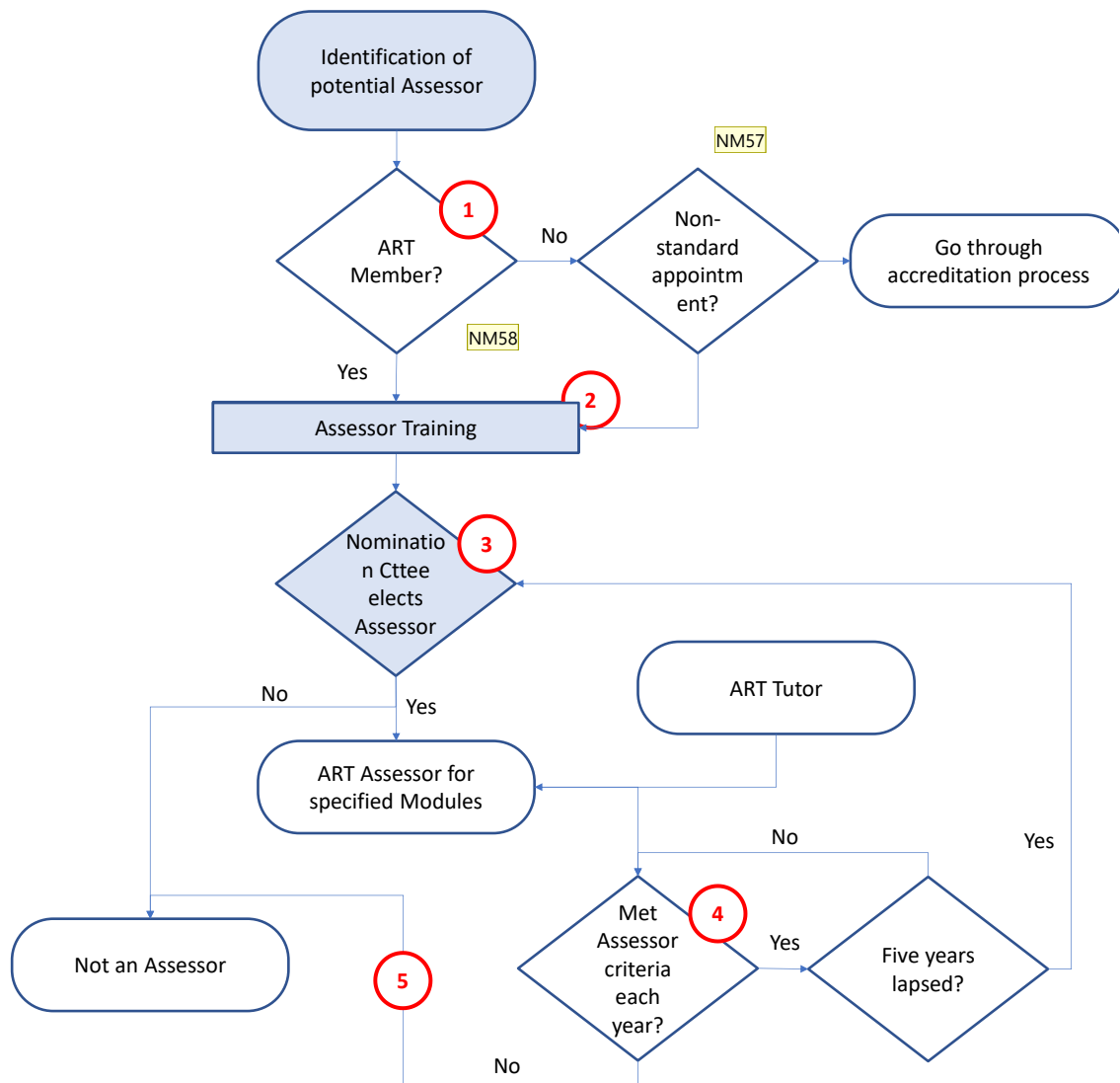
Notes

1. In future - Tutor can only tutor at Modules for which they are accredited (M2 = M2F and M2C)
2. Tutor training = shadow 2 courses
3. Nomination Committee = ART Management Committee
4. Annual tutoring criteria = given at least 1 course, shadowed or co-presented 1 course, 1 course been shadowed
5. Over-ride training & shadowing criteria for international Tutors

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Assessors

Process Owner – Paul Lewis



Notes

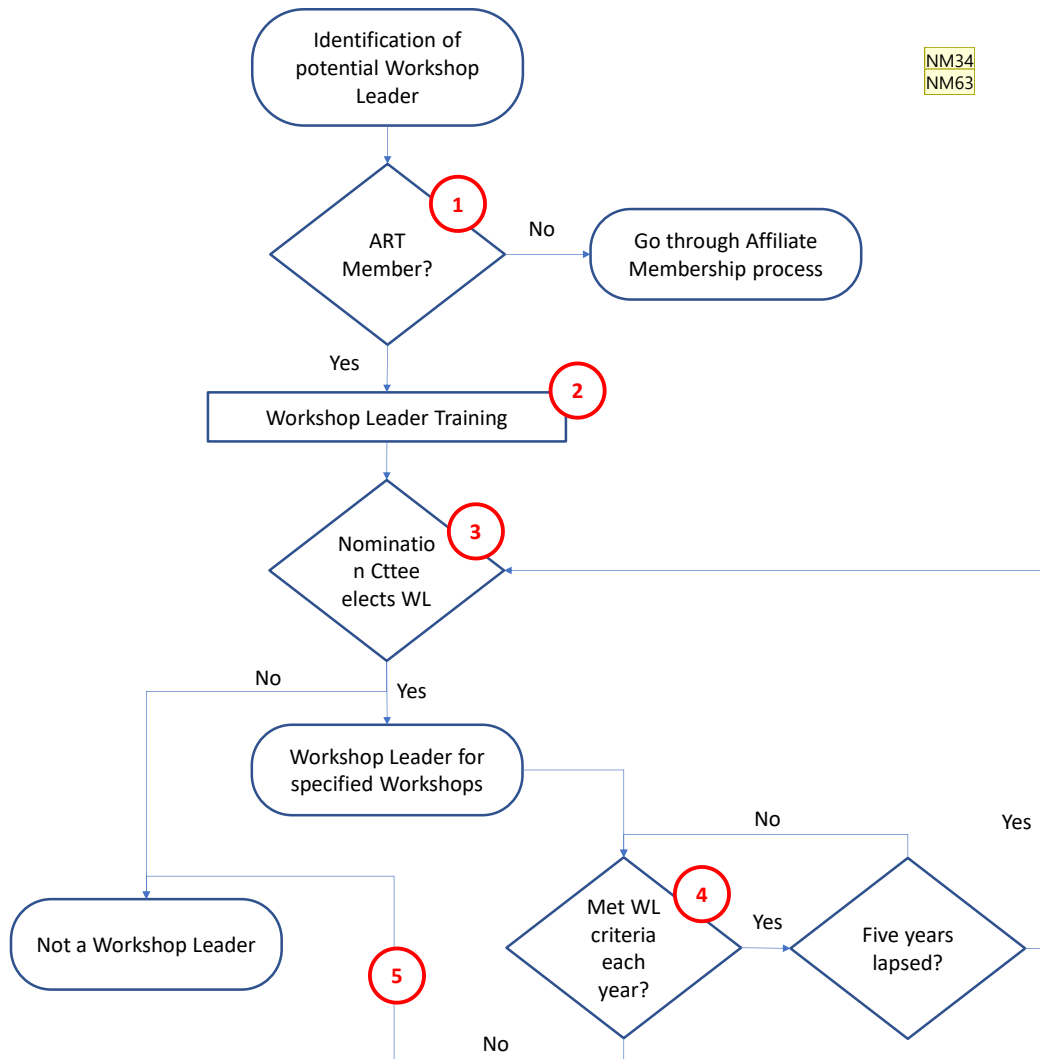
1. Assessor can only assess at Modules for which they are accredited (M2 = M2F and M2C) – automatic upgrades when Assessor accredited at new Module
2. Assessor training = conversation and email from Paul Lewis
3. Nomination Committee = Standards Workgroup
4. Annual assessing criteria = at least 1 assessment OR still an ART Tutor
5. Over-ride training & annual criteria for local or personal circumstances

Workshop Leaders – appointment

Process Owner – Graham Nabb

NM62

NM34
NM63



Notes

1. All Workshop Leaders must be ART Members
2. Workshop Leader training = conversation and email from Graham Nabb
3. Nomination Committee = ART Management Committee
4. Annual assessing criteria = none
5. Over-ride training & annual criteria for local or personal circumstances

DATA PROTECTION IMPACT ASSESSMENT (v1) – ANNEX 2

Consultation Meetings

STAFF & VOLUNTEER USERS

Meetings were held with the following staff and volunteers to review the proposals for the design of the systems relevant to their areas of responsibility:

- 19/4/2021 – Richard Booth – Membership
- 6/5/2021 – Elaine Greatrex – Safeguarding
- 15/7/2021 – Paul Lewis and Dee Smith – Accreditation
- 3/8/2021 – Clare McArdle – Learning the Ropes (Call Changes)
- 31/8/2021 – David Sparling – Tutors and courses
- 21/10/2021 – Lesley Boyle – Hubs and Teaching Centres

The meetings were convened and led by the ART Chairman, Lesley Belcher.

SCHOOL & YOUTH GROUP LEADERS

Questionnaires were sent to the leaders of three school and youth groups and responses were received from Susan Read (Abingdon) and Duncan Loweth (Elizabeth College, Guernsey). Both replies indicated that:

- The age range was 11 – 18
- 75% of youngsters possess a smartphone.
- There is a little use of ringing videos on Youtube, ringing websites and Facebook groups
- The main use of online ringing resources is to look up the blue lines for methods on sites such as Methodology, etc.
- There is very little use of SmART ringer and teachers do not direct their learners to the site. In one group of 25 learners over several years, only one learner had proactively sought information on SmART Ringer

TROYTE RINGING CENTRE (ART HUB) – PARENTS AND YOUNG RINGERS

Meeting of Young Ringers and Parents in Bampton Church on Friday 21 May 2021 at to discuss return to ringing after COVID restrictions

PRESENT: Les Boyce & Sheila Scofield (TRC Trustees), Flo(rence) Jones, (Alf)red Jones, Jesse Jones (Parent), Fergus Kettleborough, Samantha Kettleborough (Parent), Stacey Robinson (Parent), Jess Sully.

The first part of the meeting was to discuss the arrangements for a return to ringing under COVID and to explain the new ventilation system fitted in the ringing room at Bampton.

ART Consultation on new ringer registration and enrolling for Learning the Ropes

Les Boyce explained that ART is designing a new online computer system and is considering changes to the way new ringers are enrolled on the Learning the Ropes scheme. At present new ringers are registered for ART services by their teachers and communication is through the parents' email. "Permission to Ring"

forms are also used locally and completed by parents and the teacher with details of the young ringer.

It is anticipated that the local "Permission to Ring" form would continue to be used and stored locally by a tower at the start of a youngster's ringing training. For ringers enrolling on ART's Learning the Ropes scheme parents accepted that there may be a need for the young ringer to register themselves with a parent's signature or to confirm a teacher's registration, again confirming the parent's permission. A tear-out form in the back of the LtR Progress Logbook may be provided for this. This would be in addition to completing any local permission form.

Parents felt it right that communication with the young learner should be through the parent's email address for children under 16. They felt, however, that for 16- and 17-year-olds there should be a discussion with ART as to whether communication should be direct to the youngster or still through the parent. What is appropriate for one youngster may not be appropriate for another.

Les Boyce

ART DPIA: ANNEX 3

DATA PROTECTION TRAINING GIVEN TO ART STAFF & VOLUNTEERS

Three levels of Data Protection training need have been identified within ART. Staff and volunteers are given different levels of training according to the amount of involvement with personal data they have.

Key Staff and Volunteers

These are those individuals who have wide access to ART systems and whose role routinely involves the use of other people's personal details. This group is given a two-stage training programme:

Stage 1: General data protection awareness. This is delivered through a commercial training package (currently supplied by TES/EduCare). It takes 2 hours to complete and, if successful, the candidate receives a certificate confirming completion. Those with a prior qualification in data protection are asked to provide evidence of this.

Stage 2: ART's specific D.P. policies and procedures. This is an in-house programme requiring candidates to read ART's policies and procedures and complete a short online quiz. It takes about an hour to complete and quiz results are logged to ensure all candidates complete the programme.

Volunteers with Wide System Access

Individuals who have the access rights to a wide range of users' personal data, but whose role does not require them to use it frequently, are asked to watch a short general video on the GDPR and then complete the Stage 2 training outlined above. Quiz results are logged to ensure completion. ART Tutors currently have access to all user records and complete this training.

Other ART Volunteers (with limited system access)

Those ART users who do not have system wide access, but can access the records of those users to whom they are linked (such as teachers linked to Learning the Ropes ringers) are given ART guidance on complying with data protection law and good practice and directed to the ART Data Protection policies and procedures.

New Entrants

Staff and volunteers new to the Association have their data protection training needs assessed as part of their induction and are allocated to an appropriate programme.

Les Boyce

Data Protection Adviser