

Brighthouse West Yorkshire Area Meeting Privacy Policy

Who are we?

Brighthouse West Yorkshire Area Quaker Meeting is part of Britain Yearly Meeting of the Religious Society of Friends (Quakers) known as the 'Area Meeting' or 'AM'. We are a not-for-profit religious organisation.

This privacy policy is part of the Brighthouse West Yorkshire Area Quaker Meeting Data Protection policy. The Area Meeting can be contacted through the AM Clerk or the Clerk to Trustees.

Why do we collect data?

We collect contact details and other necessary information for members, their family members, and long-term attenders, under legitimate interests, for the necessary administration of our membership organisation.

We ask for consent to collect data for the following primary purposes:

- To create shareable contact information for each local Meeting and to contribute towards a book published by 'Quakers In Yorkshire' (Book of Members)
- To pass contact details to other organisations (for example 'Quakers In Yorkshire', Britain Yearly Meeting)

What data do we collect?

We collect personal data from our members and other people closely associated with the organisation for the legitimate interests of our organisation. This includes:

- Membership information, information about people who attend regularly but who have not formally applied for membership (names, membership status, affiliation to other Quaker organisations) and children who take part in Quaker activities.
- Contact information for employees
- Information about what roles people hold within the meeting, and information required in relation to those roles (names, contact details, signatures)
- Biographical data required for nominations for roles or applications for membership
- Any information required for business meeting minutes (e.g. names of attendees, assignment of actions to named individuals)
- Room bookings customers' data.

Data concerning members and attenders is collected through completion of a data consent form. Section 2 of the Data Consent Form provides people with the opportunity to refuse their consent for personal information about themselves to be included on the Local Meeting Contact list.

Members and attenders may also choose to volunteer other information in meetings about their pastoral care needs or spiritual life. They may choose to publish these in newsletter articles etc. Families and friends sometimes provide information to the meeting about their families or life circumstances for the purpose of a special meeting such as a wedding or funeral/memorial meeting. The Meeting may also occasionally be requested to provide statements or references in support of applications for courses and so on, and may process data required to fulfil these requests. Visitors may also choose to sign a Visitors Book and disclose information about themselves which may be viewed in this book by anyone attending the Meeting House.

The data we hold may include the following 'special category data':

- Information about one's religious beliefs, in particular, membership of the Society and affiliation to other Quaker meetings
- Information provided to us for the purposes of organising events (such as dietary or accessibility requirements) which may be indicative of health conditions
- Other information that persons choose to volunteer to us (for example about an individual's mental or physical health or spiritual life).

We may temporarily hold data from individuals who have got in touch with the Meeting for the legitimate interests of our organisation. This includes:

- Information required to process financial transactions (including donations, tax relief on donations and expense claims)
- Information required to organise events (names, contacts, dietary and accessibility requirements)
- Contact information to respond to enquiries from the website or other sources
- Contact information of contractors or volunteers temporarily undertaking work for the Meeting.

Sharing data with Area Meeting and 'Quakers in Yorkshire'

Each Local Meeting within the Area Meeting shares core membership data with the Area Meeting, according to a data sharing agreement. We consider this to be part of the legitimate interests of our organisation. This is a two-way relationship, which means that membership information may flow back and forth between Area Meeting and its Local Meetings.

If circumstances other than those outlined elsewhere in this document arise in which a Local Meeting wishes to share personal data with the Area Meeting (or others) we will discuss this with the Friend(s) concerned and seek their consent (unless there are exceptional circumstances, such as where we are legally obliged to share information).

Each Local Meeting will publish a list of members and regular attenders including contact details which is circulated to all members in the Meeting. Details of members may also be shared with members of Brighthouse West Yorkshire Area Meeting, 'Quakers In Yorkshire' and Britain Yearly Meeting. Anyone who is a member and whose data is held will have

completed a data consent form. This form includes an explanation of the groups to whom the data is shared. Section 2 of the form provides the opportunity to refuse consent for the contact information etc. to be published in different contexts.

Membership Information is shared with 'Quakers In Yorkshire' and is included in their triennial Book Of Members and Attenders unless Friends have specified on their Data Consent Form that they do not wish it to be so included.

What do we do with the data we hold?

The Area Meeting only uses data for purposes which members and attenders might reasonably expect us to use it, or for which explicit consent has been given. This may include:

- Managing a mailing list with notices and details of events and which is used to organise meetings.
- Maintaining our membership records.
- Organising events.
- Administration for our organisation (the processes of appointing role holders, maintaining minutes and so on).
- Processing financial transactions, including donations, expense claims and grants.
- Responding to enquiries.
- Processing membership applications.
- Other purposes related to the functioning of the meeting which we may discuss with the Friend concerned.

We will never sell any personal data. If a circumstance arises when disclosure to another jurisdiction arises, we will discuss this with the Friend(s) concerned.

We store all personal data on PCs, laptops and mobile devices of our volunteer role holders.

We store some data in paper form.

We will take appropriate measures to ensure data we collect is kept securely. This includes:

- Keeping certain data in locked storage areas
- Securely shredding personal data
- Ensuring only the relevant people have access to personal data
- Taking measures to ensure security of data on digital systems such as ensuring our devices are password protected and have up to date anti-virus soft-ware.

We have selected some meeting records for permanent archiving and these are regularly transferred to the Brotherton Library in Leeds. Our records in the Brotherton Library are closed to the public for 50 years. All other data is destroyed securely when no longer required.

Data retention

Membership data, minutes, records of the marriages of members and information about applications to become Members may be retained as permanent records of the Meeting.

E-mail addresses on mailing lists will continue to be used unless individuals request otherwise; though we might contact Friends if we are aware that their circumstances may have changed, to confirm if they wish to remain on a mailing list.

Information provided on a temporary basis – such as for website enquiries, or for the organisation of events - is not retained after those purposes are fulfilled and are deleted within a reasonable period after the enquiry or event taking place.

Accounting information may be retained for seven years or more.

Other data will be retained only so long as it is required for the operation of the meeting and is subject to the ongoing consent of the Friend(s) concerned.

Who will have access to personal data within the Area Meeting?

Except where Friend(s) are advised otherwise, personal data will be held only by those who need it to fulfil the function and purposes of the organisation. At the time of writing, this includes:

- the clerk, assistant clerk, correspondence clerk and data protection clerk manage enquiries, complete the mailing list, process membership information and organise meetings.
- the treasurer, book-keeper and independent examiner process information in relation to financial transactions

We are a small group and share tasks amongst ourselves, which means that other members may have data on a need-to-know basis for organising events (for example dietary information if they are organising catering).

It is the responsibility of all members and attenders of the Area Meeting who undertake administration on its behalf to use personal data only for the purpose for which it is provided, and to abide by the AM's policy as set out here.

Data Protection Rights

Under the Data Protection Act 2018, any person having dealings with the Area Meeting has the following rights:

- the right to information about what data we collect about each person and how we use it
- the right to access the data we hold about any person
- the right to object to processing of data for direct marketing purposes
- the right to object to the processing of data on the grounds of public interest
- the right to object to processing of data for historical or scientific purposes

- the right to require us to rectify any incomplete or inaccurate data that we hold
- the right to erasure of data
- the right to restrict the processing of data
- the right not to be subject to decisions based on automated processing
- the right to information concerning the movement, copying or transfer of data from one database, storage or IT environment to another.

Any person can find out more about their rights and has a right to withdraw consent to us holding data about them at any time.

If any person is unhappy with how their personal data has been managed, they should contact the Local Meeting Clerk in the first instance and they can also contact the Clerk to the Trustees if they are still not happy.