

## York Area Quaker Meeting

### 1. Introduction

On 25<sup>th</sup> May 2018 new regulations covering personal data came into force. The new law is termed the General Data Protection Regulation; its provisions include the requirement on organizations to hold person data only when it is essential (such as the names of members) or when consent has been given by the individual (such as how contact should be made with the individual).

### 2. Statement of Intent

York Area Quaker Meeting recognizes the need to seek the consent of attenders, enquirers and members before holding information about them and to hold information on employees and hirers only where and to the extent that it is necessary for employment, financial, taxation and audit purposes.

York Area Quaker Meeting further recognizes the need to provide secure storage of personal data and to process personal data only in accordance with details listed in the Data Privacy Notice.

### 3. The General Data Protection Regulation standards

Personal data must be\*:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest or historical research purposes;

f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

\* The above text has been abbreviated from material from the Information Commissioner's Office.

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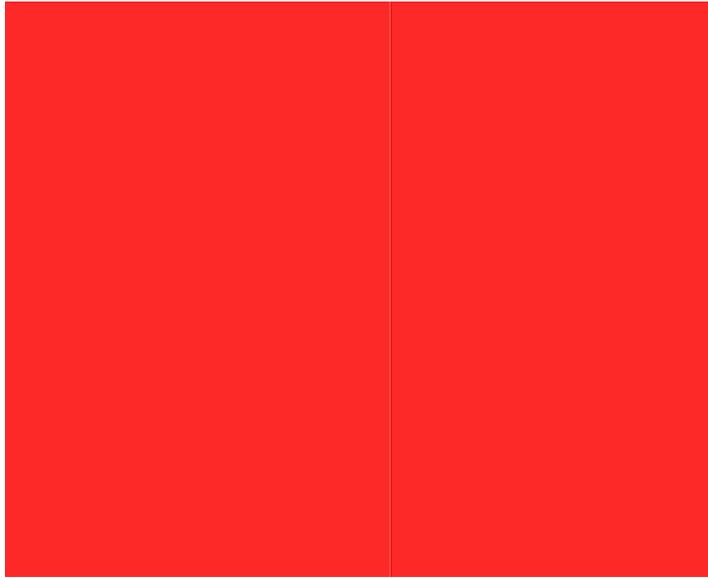
#### 4. Who we are

York Area Quaker Meeting

Registered Office: Quaker Meeting House, Friargate. York. YO19RL

Tel No: 01904 624065

Email: [friargate@yorkquakers.org.uk](mailto:friargate@yorkquakers.org.uk) Internet: [www.yorkquakers.org.uk](http://www.yorkquakers.org.uk) Registered with the Office of the Data Commissioner, reference: Z2110031 Local Quaker Meetings within York  
Area Quaker Meeting:



Acomb Friargate Harrogate New Earswick Thirsk

The Green, Acomb, YO26 5LR

Quaker Meeting House, Friargate. York. YO1 9RL 12a Queen Parade, Harrogate, HG1 5PP

White Rose Avenue, New Earswick, YO32 4AD 24 Kirkgate, Thirsk, YO7 1PL



York Area Quaker Meeting is a part of Britain Yearly Meeting of the Religious Society of Friends (Quakers)

## 5. Definitions

Members: those who have been accepted into membership by York Area Quaker

Meeting

Attendees: those who attend Meeting for Worship at one of the Local Meetings, wish to be associated with the Local Meeting and to contribute to its life (including by holding office), but who are not Members of York Area Quaker Meeting

Enquirers: those who are seeking information on Quakers and their values and practices but are not (yet) committed to an association with a Local Meeting.

Quakers: Members and Attendees

Trustees: those Members appointed by York Area Quaker Meeting to serve normally for three years\* on the body which is ultimately responsible for all that happens in and on behalf of York Area Quaker Meeting including the five Local Meetings.

\* appointments can be renewed for further periods up to a maximum of nine years continuous service

Personal data: information about a person (the data subject) that would allow them to be identified, for example: name, address, phone number

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## 6. Responsibilities for Implementation of the Policy

York Area Quaker Meeting is the Data Controller within the terms of the Regulation. York Area Meeting Trustees have overall responsibility for ensuring compliance with this Policy and with the spirit and letter of the General Data Protection Regulation 2018.

Trustees are responsible for making Attendees, Enquirers and Members aware of their responsibilities under this policy.

The Trustees are also responsible for ensuring that employees and volunteers are trained in, and follow this Policy. This responsibility is exercised through the line managers and associated committees in each Local Meeting and through the Employment Group of the Trustees, which reports to Trustees annually.

Line managers (including associated committees), employees and volunteers have a responsibility to respect the nature of any confidential information divulged to them in the context of their work with the Meeting. Each Local Meeting is responsible for protecting data relating to Quakers and Enquirers attending the Local Meeting and any employees working at the Local Meeting; the Clerk of the Local Meeting oversees this responsibility.

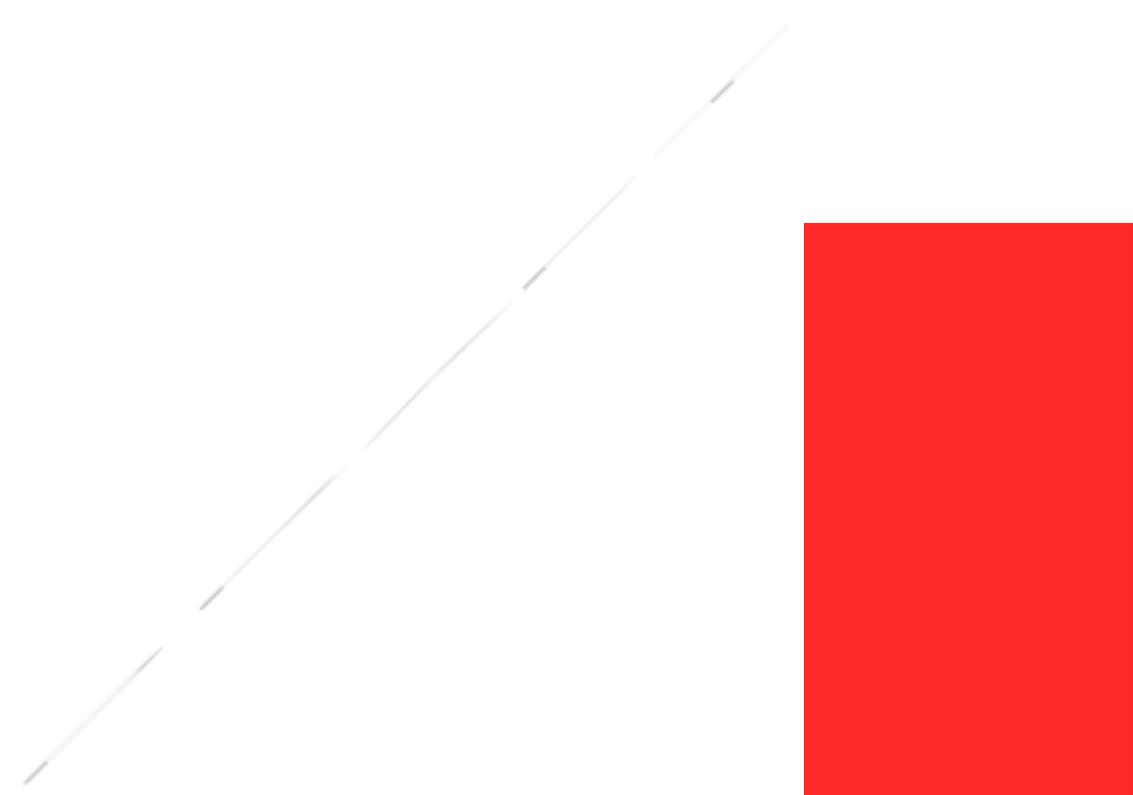
## 7. The General Data Protection Regulation 2018

### York Area Meeting is guided by the principles of the General Data Protection Regulation 2018

As part of our compliance with the General Data Protection Regulation we have approved and publicized through our website [www.yorkquakers.org.uk](http://www.yorkquakers.org.uk) a Data Privacy Notice. This explains how York Area Quaker Meeting gathers personal data, the legal basis for processing data, how data will be shared and how long data is kept. It provides information on how any individual can ask to see the data held which relates to them, how to ask for the data to be corrected and how to make a complaint. The Data Privacy Notice forms part of this policy and is included as 8. below.

Obsolete paper records containing personal data, where not needed for archiving, will be disposed of securely; obsolete computer records will be deleted.

Records held relating to an employee of York Area Quaker Meeting are those listed in the Guidelines on employee records. This document is included as 9. below.



## 8. DATA PRIVACY NOTICE

### York Area Quaker Meeting

### Acomb, Friargate, Harrogate, New Earswick and Thirsk Local Meetings

#### 8.1 Your personal data – what is it?

Personal data is any information which we hold and which allows us to identify you as an individual. From 25<sup>th</sup> May 2018 the processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

#### 8.2 Who are we?

York Area Quaker Meeting is the data controller; this means the Trustees in consultation with Area and Local Meetings decide how your personal data is used and for what purposes.

#### 8.3 How do we use your personal data?

The information is used for:

- • Maintaining membership records
- • Maintaining employment records and liaising with our payroll and pension providers (employees only)
  
- • Maintaining our accounts
- • Compiling contact list of Members and Attenders at your Local Meeting including for circulation to Members and Attenders at your Local Meeting.
  
- • Printing the triennial List of Members and Attenders published by Quakers in Yorkshire
  
- • Mailing newsletters and other communications
- • Contacting you on the legitimate business of York Area Quaker Meeting and the Local Meetings.
  
- • Contacting Members and Attenders to ask you to consider making a financial donation to our work
  
- • In consultation with family members, seeking as appropriate to carry out the wishes of Members and Attenders expressed on a Funerals form
  
- • Pursuing the general purposes solely of this and other constituent Meetings

of the Religious Society of Friends.

Britain Yearly Meeting and Friends House will not use the information to send you unsolicited direct mail seeking financial contributions.

The Trustees of York Area Quaker Meeting, York Area Quaker Meeting and Acomb, Friargate, Harrogate, New Earswick and Thirsk Local Meetings comply with our obligations under the General Data Protection Regulation by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorized access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

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8.4 What is the legal basis for processing your personal data?

- • Explicit consent has been given by Members and Attenders for the uses listed in 3 above.
- • For employees, collecting and processing information is necessary for carrying out our obligations under employment (including sharing information with our payroll and pension providers), social security or social protection law, and to meet the requirements of Her Majesty's Revenue and Customs.

- • Key information relating to previous years (such as lists of Members, Quaker service details, accounts of the lives of Friends who have died, Registers of Marriage and of Burials) will be retained for archive purposes.
- • For hirers, collecting the data you have provided, using it to contact you about your booking and billing you.

### 8.5 Sharing your personal data

For Members and Attenders, your personal data will be treated as confidential and will only be shared with other Members and Attenders via the triennial List of Members and Attenders published by Quakers in Yorkshire, any Local Meeting list of Members and Attenders and as necessary for the Quaker role being undertaken (for example, the work of an Overseer).

Your personal information will not be passed to any other organizations.

For employees and for hirers, your personal data will be treated as confidential and will not be passed to other organizations other than where required by law, HM Revenue & Customs and/or audit.

### 8.6 How long do we keep your personal data?

For Members and Attenders, your personal information will be kept for use until such time as you submit another Data Consent Form, ask for your data to be deleted, or cease to be a member of York Area Quaker Meeting or an attender at a Local Meeting. Any information you have provided on children remains valid until you submit another Data Consent Form or the child reaches the age of 18.

Financial and employee data will be retained in accordance with national requirements (currently seven years).

Archived data including minutes of meetings and lists of members' names will be retained indefinitely; in accordance with a long-standing arrangement it is transferred to the Brotherton Library of the University of Leeds. Permission to access this data should be sought from the Clerk of Area Meeting.

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#### 8.7 Your rights and your personal data

If at any point you wish to see what information we hold relating to you, please contact the Trustee with oversight of data via the following address:

DATA REQUEST, Friargate Quaker Meeting, Friargate, York, YO1 9RL.

If any information we hold about you is inaccurate we shall correct it as soon as you let us know.

If we are holding information about you which is not essential you can ask us to delete it.

If you are dissatisfied with the way we are using your personal information, please contact the Trustee with oversight of data via DATA REQUEST, Friargate Quaker Meeting, Friargate, York, YO1 9RL as soon as possible. We will try to resolve the problem swiftly.

If you remain dissatisfied you have the right to lodge a complaint with the Information Commissioners Office on 0303 123 1113

or via email <https://ico.org.uk/global/contact-us/email/>

or at ICO's office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

#### 8.8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will ask for your permission and use your information in the new way only if you give consent.



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9. Guidelines on employee records 9.1 Principles

- We acknowledge that the keeping of appropriate records of good quality is at the heart of good employment practice.
- We see excessive recordkeeping as both burdensome and counterproductive, but believe that an agreed core of records, properly maintained and available for reference as required, offers a vital safeguard to both employee and employer.

## 9.2 Contents of Staff records

### 9.3 Personal Details, updated if they change

1. Details of any Disabilities and special Requirements
2. Contact details
3. Next of Kin
4. National insurance number

### 9.4 Personnel record contains:

1. 1 Advertisement of post
2. 2 Pack sent to applicants, including job description
3. 3 Letter of Application
4. 4 CV
5. 5 References
6. 6 Job offer letter, signed
7. 7 Photocopies of key educational certificates
8. 8 Disclosure and Barring Service clearance
9. 9 Immigration and Asylum Act documents such as copies of passport identification page, drivers licence
10. 10 Contract of Employment
11. 11 Pay: Details and instructions for Payroll, including bank accounts
12. 12 Pension details
13. 13 Holiday calculations
14. 14 Any variations to contract (substantive hours, title, pay)
15. 15 Any significant correspondence
16. 16 Induction record
17. 17 Formal appraisals and reports
18. 18 Absence record
19. 19 Disciplinary and Grievance record
20. 20 Letter of resignation
21. 21 Date of leaving, salary and brief reasons for leaving
22. 22 Exit interview notes

#### 9.5 Practice

1. The most important records are to be kept in paper copy in master files, one per employee. These master files are to be kept securely in the Area Meeting archive room at Friargate Meeting House under the general stewardship of the Trustee with oversight of employment. Any electronic records should be seen as duplicating or supplementing these master files.
2. Access to a master file is by prior arrangement, and is open to the appropriate Responsible Person or Persons in the relevant Local Meeting, to appropriate Trustees, and to the employee him/herself. An employee may access his/her references unless they are marked Confidential.
3. Details in the files will be used when compiling a reference for the employee.
4. Data in the files will be shared with statutory bodies where necessary for employment, legal, financial, tax, pension or audit purposes. 07/05/2018
5. Personnel files are kept for 6 years from the date employment ceased and then destroyed\* confidentially.
6. Recruitment documents of unsuccessful candidates are kept for 1 year and then destroyed\* confidentially.

\*The Trustee with oversight of employment is responsible for this.

