

# York Area Quaker Meeting

## Personal Information on yorkquakers.org.uk

### Some questions and answers

#### Does our website use private addresses or email addresses?

As a matter of policy, the website does not include private information such as addresses or personal email addresses.

Where email details are provided, a neutral email is provided, eg for the LM clerk. Any emails sent from the website using this facility will be redirected automatically to the personal email address of the recipient. (When a job holder changes, the forwarding is modified accordingly.)

#### What about phone numbers?

The website does not use private phone numbers.

An exception is made where the Local Meeting asks that a private phone number is provided in the meeting's contact details, or for room bookings. If possible this should preferably be avoided, however.

#### Are there any exceptions to these policies?

The website makes available the current newsletters of our LMs, such as *Quakevine*. This is a well-used service, and helps to reduce the number of paper copies in circulation.

Newsletters are provided by the editors of the newsletters and are put online in the unaltered, original versions. These may include private address, phone numbers and emails. What is included is at the discretion of the editors.

If a current newsletter includes contact information, it can be accessed via the website.

NB. The hard copies of newsletters are usually also available and circulated amongst members, attenders, visitors and the general public (where displayed in meeting houses).

#### When does the website use names?

The names of serving clerks and assistant clerks are given on the LM and AM pages. Up till now, the AM business page has included a reference list of serving officers of the meeting, though always without contact details, addresses or phone numbers.

Some LMs (eg Friargate, New Earswick) have additional pages with information about organisational matters such as committee membership and activities. One LM includes both names and photos of serving clerks, elders and overseers.

Decisions about additional pages are taken locally.

#### What about names used in minutes?

Up to now, only AM minutes have been online, as a means of making them accessible to a wider range of Friends than otherwise receive them. Names of applicants for membership have always been redacted in the online version. (Following a change of practice in our

AM, in future, these names will no longer be recorded in the minutes.) Names of those welcomed into membership have been left in the online version. At the present, neither AM minutes nor lists of serving officers are available on the website.

### **Does the online diary provide any private details, such as addresses, phone numbers?**

At the present, the website manager enters most of the information on our online diary, and applies the policies of the website regarding personal information.

Other Friends placing information on the online diary are also asked to respect the privacy policy. Information regarding contact details or location are restricted to names only, eg

*For further information please contact Elizabeth Fry.*

*At the home of Gulielma and William Penn.*

This also applies to information about events in the newsletters, even if they provide more information.

### **Does our website include names of responsibilities, meeting officers?**

Information about clerks is included, but without private contact details. Email contact and enquiries are possible via neutral @yorkquakers.org addresses.

### **What about names of trustees?**

These are included on the website's Trustees page, again without private contact details. The names of charity trustees are a matter of public record, and can be accessed (together with report and accounts) on the Charity Commission website.

### **Can I ask for my name to be removed from the website or not included in lists?**

Of course. Just contact the website manager. There is an email address on the "Contact Us" page of the website, or just send a request to [yorkquakerswebsite@gmail.com](mailto:yorkquakerswebsite@gmail.com)  
If your details are in a newsletter, you'll need to get in touch with its editor.

### **What about personal details on the website quaker.org.uk?**

This is the website of Britain Yearly Meeting. You will need to contact them directly about this.

### **What if I have another question?**

Just contact the website manager named below, either in person, by post, by phone or via email. You'll find the details in the Book of Members. Or simply email [yorkquakerswebsite@gmail.com](mailto:yorkquakerswebsite@gmail.com)

Raymond Williams

March 2016