

## **DATA PRIVACY NOTICE**

### **York Area Quaker Meeting Acomb, Friargate, Harrogate, New Earswick and Thirsk Local Meetings**

#### **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”).

#### **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.

#### **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
- Carrying out the wishes of Members and Attenders as 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.

#### **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.

## **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.

## **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.

## **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. 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.