

# Data Protection Procedures

## LAQM October 2019

**Name and Contact Details:** Leeds Area Quaker Meeting, The Quaker Meeting House, 188 Woodhouse Lane, Leeds LS2 9DX.

Leeds Area Quaker Meeting is the data controller for the personal data collected for the administration of Leeds Area Quaker Meeting, Adel Quaker Meeting, Carlton Hill Quaker Meeting, Gildersome Quaker Meeting, Ilkley Quaker Meeting, Rawdon Quaker Meeting Roundhay Quaker Meeting. This means that Leeds Area Quaker Meeting Trustees in consultation with the Area Meeting is responsible for how personal data is processed that is, obtained, recorded, stored, updated and shared.

### **What is personal data?**

Personal data is any information 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 (GDPR). The legislation is designed to protect information processed by a computer or other automated equipment or formally organised manually processed paper files.

LAQM seeks to be clear and transparent in the work that we do and in our recording and use of your personal data. In order to nurture the life of our meeting we find it useful to collect and use the personal data of our Members and close associates (eg regular attenders).

### **Data Collection**

We collect data under 2 authorisations:

1. Legitimate Interest of the Organisation.

We collect personal data from our Members and people closely associated with the organisation, regular attenders, for the legitimate interests of our organisation. It is assumed that as members of the Meeting you agreed to us holding this data and for us to use the data to promote the purpose of the Meetings. The information collected includes basic membership data, contact information, biographical data for nomination procedures and pastoral care. Lists of committee members' contact information may also be used to help members contact one another and may be shared with other committees as appropriate to facilitate the work of the Meeting.

We also collect some data for the performance of our contracts:

- employment data, (eg job applications, contracts of employment, pensions, payment of wages), including casual staff, contract staff and volunteers,
- supplier data
- event data
- hirer data.

We will also collect data where we need to meet a legal obligation such as on any marriages that take place under the care of our Meetings in our Meeting Houses.

## 2. Explicit Consent

We will collect this information by requesting the completion of a form asking for the data and your consent. (See Attached)

Where appropriate we ask for consent for the collection and management of personal data from non-members, about children and young people under 18 years of age (with parental approval), and for inclusion in the Book of Members and Attenders, produced by Quakers in Yorkshire.

We will also ask consent to share data with Britain Yearly Meeting.

We may also collect information in the vital interests of all those in our care in order to carry out our safeguarding responsibility, particularly where children are concerned.

We will not sell or give data to Third Parties with the exception of for archiving purposes.

## 3. Holding and Transmission of Data

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

All data will be protected by adequate security measures to prevent unauthorised use, loss or corruption. The personal data held will only be seen and used by the appropriate officers and committees of the meetings. We will comply with our obligations by keeping personal data up to date, by not collecting or retaining excessive amounts of data and by protecting personal data from loss, misuse, unauthorised access or disclosure. The consent forms will be held as long as the data is kept.

### Security Measures

1. Hard copies of data will be stored securely with access limited to appropriate individuals
2. Hard copies of certain data, such as members' and attenders' financial details, overseers' pastoral data, children's data and safeguarding data stored as hard copies will be kept secure in locked storage facilities.

3. Data held electronically will be on password protected devices which have up-to-date anti-virus software.
4. Electronically held copies of certain data , such as members' and attenders' financial details, overseers' pastoral data, children's data and safeguarding data will be held be on password protected devices which have up-to-date anti-virus software and with regular secure back-ups kept.
5. Area Membership data is further protected by being held in a password protected file with access limited to Assistant Clerk (Membership).

The data will only be seen and used by the appropriate committee members of the Meetings. If data is no longer to be held, or deletion is requested, it will be shredded and securely disposed of.

Some personal data is held permanently when it is included in documents such as lists of members, Handbook of Members, births and marriages information, all minutes and annual accounts. These documents may be archived and of interest to future historians. Such documents will be archived as soon as practically possible. Other documents will be held for varying lengths time; employee and contract information – 6 years, events booking data – 6 years, and unsuccessful job applications – 6 months.

All the relevant committee members dealing with data will be aware of their responsibility for protecting the data in their care and will have received data handling briefings in line with these procedures.

#### Clerks

Clerks of local meetings will up-date the data they hold on an annual basis as part of the preparation of the Area Meeting's Annual Tabular Statement.

#### Emailing

1. When members, and those from whom consent has been obtained, are discussing matters relevant to the organisation their email addresses will be put in the "to" box for the facilitation of the discussion.
2. When distributing information such as a newsletter, the address of the mailer will go in the "to" box and all the other addresses in the "bcc" box so they are not displayed.
3. When a matter is being openly discussed resulting in a string of emails , the email address section of each mail in the thread will be deleted.

#### Right to Redress

You have various rights under the General Data Protection Regulations 2018, including the right to request a copy of the data we hold on you, to ask for any inaccuracy to be corrected, to withdraw permission for the use of your data or if leaving membership to ask for it to be deleted. Any concern

about your data should in the first instance be addressed to the Clerk of the local meeting you attend. If satisfaction is not obtained the concern should be directed to the Leeds Area Quaker Meeting Data Controller/Processor.

### **The Data Controller/Processor**

The Data Controller is responsible for these procedures and must be able to demonstrate compliance with the principles. The Data Processor is responsible for the investigation of any complaints concerning the holding of data on an individual. Leeds Area Quaker Meeting has combined these 2 roles. If you are unhappy with the way your personal data is being managed, please contact Controller/Processor, Keith Mollison at [firstseason@btinternet.com](mailto:firstseason@btinternet.com) or c/o Leeds Area Quaker Meeting, The Meeting House, 188 Woodhouse Lane, Leeds LS2 9DX. We will provide you with a copy of the data held and investigate any concerns. This process will be overseen by Leeds Area Quaker Meeting Trustee, David Robson at [dmr@cooptel.net](mailto:dmr@cooptel.net).

If you are still unhappy after discussion with the Data Controller/Processor, you can contact the Information Commissioners Office here:

Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Phone: 0303 123 1113 or email <https://ico.org.uk/global/contact-us/email/>.

# Data Protection Procedures

## LAQM October 2019

**Name and Contact Details:** Leeds Area Quaker Meeting, The Quaker Meeting House, 188 Woodhouse Lane, Leeds LS2 9DX.

Leeds Area Quaker Meeting is the data controller for the personal data collected for the administration of Leeds Area Quaker Meeting, Adel Quaker Meeting, Carlton Hill Quaker Meeting, Gildersome Quaker Meeting, Ilkley Quaker Meeting, Rawdon Quaker Meeting Roundhay Quaker Meeting. This means that Leeds Area Quaker Meeting Trustees in consultation with the Area Meeting is responsible for how personal data is processed that is, obtained, recorded, stored, updated and shared.

### **What is personal data?**

Personal data is any information 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 (GDPR). The legislation is designed to protect information processed by a computer or other automated equipment or formally organised manually processed paper files.

LAQM seeks to be clear and transparent in the work that we do and in our recording and use of your personal data. In order to nurture the life of our meeting we find it useful to collect and use the personal data of our Members and close associates (eg regular attenders).

### **Data Collection**

We collect data under 2 authorisations:

4. Legitimate Interest of the Organisation.

We collect personal data from our Members and people closely associated with the organisation, regular attenders, for the legitimate interests of our organisation. It is assumed that as members of the Meeting you agreed to us holding this data and for us to use the data to promote the purpose of the Meetings. The information collected includes basic membership data, contact information, biographical data for nomination procedures and pastoral care. Lists of committee members' contact information may also be used to help members contact one another and may be shared with other committees as appropriate to facilitate the work of the Meeting.

We also collect some data for the performance of our contracts:

- employment data, (eg job applications, contracts of employment, pensions, payment of wages), including casual staff, contract staff and volunteers,
- supplier data
- event data
- hirer data.

We will also collect data where we need to meet a legal obligation such as on any marriages that take place under the care of our Meetings in our Meeting Houses.

## 5. Explicit Consent

We will collect this information by requesting the completion of a form asking for the data and your consent. (See Attached)

Where appropriate we ask for consent for the collection and management of personal data from non-members, about children and young people under 18 years of age (with parental approval), and for inclusion in the Book of Members and Attenders, produced by Quakers in Yorkshire.

We will also ask consent to share data with Britain Yearly Meeting.

We may also collect information in the vital interests of all those in our care in order to carry out our safeguarding responsibility, particularly where children are concerned.

We will not sell or give data to Third Parties with the exception of for archiving purposes.

### **Holding and Transmission of Data**

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

All data will be protected by adequate security measures to prevent unauthorised use, loss or corruption. The personal data held will only be seen and used by the appropriate officers and committees of the meetings. We will comply with our obligations by keeping personal data up to date, by not collecting or retaining excessive amounts of data and by protecting personal data from loss, misuse, unauthorised access or disclosure. The consent forms will be held as long as the data is kept.

Data stored as hard copies will be kept secure in locked storage facilities. Data held electronically will be on password protected devices which have up-to-date anti-virus software. Area Membership data is further protected by being held in a password protected file with access limited to Assistant Clerk (Membership). The data will only be seen and used by the appropriate committee members of the Meetings. If data is no longer to be held, or deletion is requested, it will be shredded and securely disposed of.

Some personal data is held permanently when it is included in documents such as lists of members, Handbook of Members, births and marriages information, all minutes and annual accounts. These documents may be archived and of interest to future historians. Such documents will be archived as soon as practically possible. Other documents will be held for varying lengths time; employee and contract information – 6 years, events booking data – 6 years, and unsuccessful job applications – 6 months.

All the relevant committee members dealing with data will be aware of their responsibility for protecting the data in their care and will have received data handling briefings in line with these procedures.

#### Clerks

Clerks of local meetings will up-date the data they hold on an annual basis as part of the preparation of the Area Meeting's Annual Tabular Statement.

#### Emailing

4. When members, and those from whom consent has been obtained, are discussing matters relevant to the organisation their email addresses will be put in the "to" box for the facilitation of the discussion.
5. When distributing information such as a newsletter, the address of the mailer will go in the "to" box and all the other addresses in the "bcc" box so they are not displayed.
6. When a matter is being openly discussed resulting in a string of emails, the email address section of each mail in the thread will be deleted.

#### Right to Redress

You have various rights under the General Data Protection Regulations 2018, including the right to request a copy of the data we hold on you, to ask for any inaccuracy to be corrected, to withdraw permission for the use of your data or if leaving membership to ask for it to be deleted. Any concern about your data should in the first instance be addressed to the Clerk of the local meeting you attend. If satisfaction is not obtained the concern should be directed to the Leeds Area Quaker Meeting Data Controller/Processor.

#### **The Data Controller/Processor**

The Data Controller is responsible for these procedures and must be able to demonstrate compliance with the principles. The Data Processor is responsible for the investigation of any complaints concerning the holding of data on an individual. Leeds Area Quaker Meeting has combined these 2 roles. If you are unhappy with the way your personal data is being managed, please contact Controller/Processor, Keith Mollison at [firstseason@btinternet.com](mailto:firstseason@btinternet.com) or c/o Leeds Area Quaker Meeting, The Meeting House, 188 Woodhouse Lane, Leeds LS2 9DX. We will provide you

with a copy of the data held and investigate any concerns. This process will be overseen by Leeds Area Quaker Meeting Trustee, David Robson at [dmr@cooptel.net](mailto:dmr@cooptel.net).

If you are still unhappy after discussion with the Data Controller/Processor, you can contact the Information Commissioners Office here:

Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Phone: 0303 123 1113 or email <https://ico.org.uk/global/contact-us/email/>.