

Leeds Area Quaker Meeting

Data Protection Policy – February 2024

Name of Area Meeting	Leeds Area Quaker Meeting
Data Controller	Tracey Bland
Constituent Local Meetings	Adel, Carlton Hill, Gildersome, Ilkley, Rawdon, and Roundhay
Policy creation date	October 2018
Policy update date	February 2024
Policy owner	Trustees of Leeds Area Quaker Meeting
Glossary	GDPR: EU General Data Protection Regulation (https://gdpr-info.eu/) DPA 2018: UK Data Protection Act 2018 (http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted) ICO: Information Commissioners Office (https://ico.org.uk/)
Responsibility and governance	All volunteers at local and area meeting level who collect and/or process personal data on behalf of their local or area meeting are responsible for compliance with Data Protection legislation. They should read this policy and familiarise themselves with other relevant policies, and the procedures for processing personal data. Area Meeting Trustees are responsible for issuing guidance and advice, updating policies, and dealing with complaints, requests from data subjects, or breaches. They can be contacted at tracey.bland2@gmail.com or Quaker Meeting House, 188 Woodhouse Lane, Leeds LS2 9DX
Commitment of the organisation	This Area Meeting is committed to processing personal data in accordance with the GDPR and DPA 2018. This includes abiding by the 7 data principles: Personal data shall be: <ol style="list-style-type: none">i. processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency');ii. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article 89(1), not be considered to be incompatible with the initial purposes ('purpose limitation');

	<ul style="list-style-type: none"> iii. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation'); iv. 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 ('accuracy') (See Appendix C); v. 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, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ('storage limitation'); vi. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality'). vii. The controller shall be responsible for, and be able to demonstrate compliance with the above principles.
Personal data collected by the meeting	Members, attenders, enquirers, room bookings, event attendees, donors (if not members or attenders), employees and volunteers.
Purposes for which personal data collected	Legitimate Interest, performance of contracts, and with consent
How will you comply with the data principles	<p>Policies: Compliance with Data included in LAQM Privacy Policy. (Appendix A)</p> <p>Procedures: Area Meeting Consent form (Appendix D). Maintenance of Audit (Appendix B)</p> <p>Updates: The Area Meeting carries out a regular review of our members and attenders data to ensure that it is kept up to date and accurate.</p> <p>Retention: See LAQM Privacy Policy (Appendix A)</p> <p>Archiving: See LAQM Privacy Policy (Appendix A)</p>
Breach	In the event of a data breach (accidental or unlawful sharing, theft, loss, access to personal data), we will assess the risk to the data subjects involved and if necessary report the breach to the ICO.
Rights	We will aim to uphold data subject's rights over their data in accordance with GDPR. More information on data subjects

	<p>rights can be found here: https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/</p> <p>If you wish to make a request regarding your data, please contact the Clerk of your local meeting in the first instance and then Pat Gerwat at pgerwat2@gmail.com</p>
Complaints	<p>Anyone who wishes to complain about how the Leeds Area Quaker Meeting has handled their data, can contact Pat Gerwat pgerwat2@gmail.com.</p> <p>If they wish to take the complaint further they should contact the ICO. 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</p>

Reviewed 04.03.2024 ,next review due Feb 2025, comprehensive review due in 2027

Leeds Area Quaker Meeting – Appendix A

Privacy Policy

February 2024

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 25th 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 Appendix D)

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. A regular review of members and attenders data is carried out to ensure it is accurate.

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 and disclosure. The consent forms will be held as long as the data is stored.

Data Storage

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 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.

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 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. If you are unhappy with the way your personal data is being managed, and have already raised this with the Clerk of the relevant local meeting, please contact Data Processor Pat Gerwat pgerwat2@gmail.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 Trustees.

If you are not satisfied with the outcome of the investigation, 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/>.

Leeds Area Quaker Meeting - APPENDIX C

ARTICLE 30 RECORD OF PROCESSING / RETENTION POLICY

February 2023

NOTES:

- This record is required by Article 30 GDPR and must be kept up to date.

Data controller: Tracey Bland

Contact details: tracey.bland2@gmail.com

Please see LAQM Privacy Policy with respect to secure storage and sending of personal data below.

Category of data	Special category /criminal history data	Purpose of processing	Source of data	Recipients	Lawful bases (Article 6) Special category / criminal history conditions (Article 9)	Retention policy
Members						
Personal details of Members.		To facilitate the objectives of the Quaker Meeting To provide pastoral care for the Members	Members		Personal data: <ul style="list-style-type: none"> • Legitimate interest • Explicit Consent 	Destroyed after 7 years
Attendees						

Category of data	Special category /criminal history data	Purpose of processing	Source of data	Recipients	Lawful bases (Article 6) Special category / criminal history conditions (Article 9)	Retention policy
Personal Details of Attendees		To facilitate the objectives of Leeds Meeting Area Quaker Meeting. To provide pastoral care for attendees	Attendees		<ul style="list-style-type: none"> • Legitimate interest • Explicit Consent 	Destroyed after 7 years
Employment						
Personal Details of Employee		To carry out the legal obligations of being an employer	Employee		Personal data: <ul style="list-style-type: none"> • Legitimate interest • Legal obligation 	Destroyed after 7 years
Hirers						
Personal Data of Hirers		To administer hiring of Meeting House Rooms	Hirers		Personal data: <ul style="list-style-type: none"> • Legitimate interest • Legal obligation 	Destroyed after 7 years

Leeds Area Quaker Meeting – Appendix D

Data Consent Form

February 2024

This is an example. Local Meetings may wish to use their own version of the consent form but we ask that local versions include all the information contained in the sample below.

Friend/Attender's Name:.....

Quakers seek to be clear and transparent in the work that we do and in our recording and use of your personal information. In order to nurture the life of our meeting we would like to collect and use personal data. For some of this data and our use of it, we need your explicit consent. **Please read the notes below**, indicate your agreement where applicable and return the form to the Friend whose contact details are given at the end of this form.

We work to safeguard the information that we use and we follow Britain Yearly Meeting's Data Protection policy which complies with the Data Protection Act 1998 and the General Data Protection Regulation which came into force in May 2018.

If you are a Member we will keep your contact information and basic membership information. This information will be seen and used by the appropriate officers and committee members of the Meeting only. This counts as "legitimate interests" under the General Data Protection Regulation.

If you are an Attender we would like to keep your contact information. This information will be seen and used by the appropriate officers and committee members of the Meeting only.

I agree to this: **YES/NO**

Contact Information may be shared.

- For printing in Quakers in Yorkshire Directory which is available to all members and attenders.....**Yes/No**
- For the records of Quaker Yearly Meeting database****Yes/No**

Address:

Email

Phone

**members' names are always shared with Yearly Meeting

I would like to receive notices and news from my Local Quaker Meeting **YES/NO**

I would like to receive Leeds Area Meeting's monthly newsletter **YES/NO**

I consent to the use of this information as indicated, until such time as I submit a revised form or contact you about changes I wish to be made to this form.

Signature **Date**

We will keep this information for as long as it remains correct, or until you ask us to no longer keep it.

Please return this form to your Local Meeting clerk. Please contact the Local Meeting Clerk if you wish to change any information/permissions.

If we need to obtain other information or use the data we already have for other purposes, we will ask your permission to do this when the time comes.

Young people I am a responsible adult for the young person/people under 18 listed below

NameDate of birth

NameDate of birth.....

NameDate of birth

NameDate of birth.....

and I give permission for the Meeting to keep the following information on them:

Names and addresses **YES/NO**

Dates of birth **YES/NO**

Other information (*meeting to specify*, eg information on allergies for events)

.....

.....

I give permission for their names to be included in our local contact lists. **YES/NO**

(We will not include dates of birth/email addresses or mobile phone numbers for young people under 18 in our published contact lists).

Signature..... **Date**.....

Return to: [address/email of the LM clerk]