

Hampshire and Islands Area Quaker Meeting

DATA PRIVACY POLICY

Agreed by Area Meeting in session 13/02/2021

Hampshire and Islands Area Quaker Meeting comprises Alderney, Alton, Andover, Basingstoke, Guernsey, Hythe, Isle of Wight, Jersey, Portsmouth, Southampton and Winchester Local Quaker Meetings, and Romsey and Petersfield Worship Groups

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. We will ensure that all personal information supplied is processed and held in accordance with UK Data Protection legislation and relevant sections of EU General Data Protection Regulations.

2. Who are we?

Hampshire and Islands Area Quaker Meeting is the data controller; this means that Area Meeting and its Trustees, in consultation with 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 both at Area Meeting and at Britain Yearly Meeting (for the latter, only names will be shared)
- Maintaining employment records and liaising with our payroll and pension providers (employees only)
- Maintaining our accounts
- Compiling contact lists of Members and Attenders at your Local Meeting including for circulation to Members and Attenders at your Local Meeting.
- Printing the List of Members and Attenders published by Hampshire and Islands Area Quaker Meeting every few years
- Mailing newsletters and other communications
- Contacting you on the legitimate business of Hampshire and Islands Area Quaker Meeting and its constituent Local Quaker Meetings and Worship Groups.
- 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 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.

Hampshire and Islands Area Quaker Meeting and its trustees, and its constituent Local Quaker Meetings at Alderney, Alton, Andover, Basingstoke, Guernsey, Hythe, Isle of Wight, Jersey, Portsmouth, Southampton and Winchester Local Quaker Meetings, including Petersfield and Romsey Worship Groups, all comply with our obligations under UK and EU regulations and legislation 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 sought from and 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 regular List of Members and Attenders published by Hampshire and Islands Area Quaker Meeting,
- with any Local Meeting list of Members and Attenders,
- as necessary for the Quaker role being undertaken (for example, the work of an Overseer),
- with the Religious Society of Friends in Britain (Britain Yearly Meeting) as described above.

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 Hampshire and Islands 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 the published lists of names and addresses will be retained indefinitely, under the guidance of the Area Meeting Keeper of the Archives. 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 Area Meeting Data Compliance Officer at membershipiaqm@gmail.com.

If any information we hold about you is inaccurate, or needs to be updated, 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 Area Meeting Data Compliance Officer at membershipiaqm@gmail.com 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 the Information Commissioners 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 Privacy Notice, then we will ask for your permission and use your information in the new way only if you give consent.
