**Data Safety (GDPR) Meeting 10 June Hertford**

Present: 4 Friends

We met at Hertford to discuss the application of the General Data Protection Regulation (GRPR) to the Area Meeting. We were assisted in this by a number of documents provided by BYM, generally available from the BYM website at [www.quaker.org.uk/datasafety](http://www.quaker.org.uk/datasafety)

We noted the following points:

1 – GDPR applies to all parts of the Area Meeting, including Local Meetings and Camp.

2 – GDPR applies to any records in any media which identify a person, including members, attenders, employees, volunteers, contractors, and suppliers.

3 – The Area Meeting can hold data required for our "legitimate activities" without necessarily requiring prior permission (there are qualifications and limits). Friends need not be in formal membership for this to apply. In practice permission is normally given, and we recommend this should be the default.

4 – The pro forma Privacy Policy from BYM seems generally to be suitable for our use. A draft policy for the Area Meeting is appended to this report.

5 – All Meetings and Camp should carry out a "personal data audit" to establish what information we actually hold, how it is held, for what purpose etc, from which we can generate specific procedures to meet GDPR. A BYM guide for this is available.

6 – Personal data should NOT immediately be discarded when a Friend leaves the Area Meeting, or requests that their data is removed. BYM have provided a suggested retention guide listing how different types of information should be retained or disposed of. However, if a Friend request that their data is removed, its ongoing use should cease as soon as possible.

7 – We can hold contact information without permission, but publishing the information in our "List of Members and Attenders" does require permissions. The permissions previously given are probably sufficient for GDPR, but we need to:

(a) be more specific about the use of the information, and how to make changes to the information or permissions, and provide this advice in a public way

(b) be able to find the permissions information ie establish a register of permissions which Friends have given regarding the use of personal data, and changes thereto

(c) consider whether and how to establish a centralised list of Friends, with restricted access, which can be updated (effectively another GDPR requirement).

8 – Our "List of Members and Attenders" should be regarded as having a circulation restricted to those listed. Spare copies should not be available to casual visitors to our Meeting Houses.

9 - We may wish to change the format of our "List of Members and Attenders" to allow interim updates.

*Note: "Friend" as used here includes Members and Attenders*

# Hertford and Hitchin Area Meeting

**Draft Privacy Policy and Procedures**

Hertford and Hitchin Area Meeting is the data controller for the personal data we collect for the administration of the meeting. The contact details for Hertford and Hitchin Area Meeting are:

[AMclerk@HertfordAndHitchinQuakers.org.uk](mailto:AMclerk@HertfordAndHitchinQuakers.org.uk)

[Trustees@HertfordAndHitchinQuakers.org.uk](mailto:Trustees@HertfordAndHitchinQuakers.org.uk)

The Area Meeting includes the associated Local Meetings and Area Meeting Camp.

We collect personal data from our members and people closely associated with the organisation for the legitimate interests of our organisation. This includes:

* Basic membership data
* Contact information
* Biographical data for membership and nominations procedures
* Financial information including bank details for payment purposes.

We collect some data for the performance of contracts such as:

* Employment data for our employees

Where appropriate we will ask for consent for collection and management of personal data, such as

* Data collection from non-members
* Data collection from children
* If we share data externally
* Using data for other purposes

We will never sell any personal data.

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

* Keeping certain data in locked storage areas
* Securely shredding personal data
* Ensuring only the relevant people have access to personal data
* Taking measures to ensure security of data on digital systems such as ensuring our devices are password protected and have up to date anti-virus software

If you are unhappy with how your personal data has been managed, please contact:

[AMclerk@HertfordAndHitchinQuakers.org.uk](mailto:AMclerk@HertfordAndHitchinQuakers.org.uk)

If you are still unhappy after discussion with the Area Meeting, you can contact the Information Commissioners Office here: <https://ico.org.uk/>