

Data Protection Policy for Ipswich & Diss Area Quaker Meeting

(Charity Commission Number: 1134526)

1. Introduction

Ipswich & Diss Area Quaker Meeting (1134526) includes three linked charities as well as seven Local Quaker Meetings (LMs): Bury St. Edmunds, Diss, Felixstowe, Ipswich, Leiston, Needham Market and Woodbridge. The linked charities are the Ipswich & Diss Area Meeting Property Charity (1134526-1), the Richard Waynforth Trust (1134526-3) and the Agnes Moss Bequest Trust (1134526-4).

Ipswich & Diss Area Quaker Meeting (AM), including its LMs and associated charities, currently operates under a Scheme adopted on 29 May 2012 and was registered with the Charity Commission on 26 February 2010.

2. Data Protection Registration

Our organisation was established for not-for-profit making purposes and does not make a profit. Therefore, according to http://ico.org.uk/for_organisations/data_protection/registration/self-assessment/1 there is no need for us to register with the ICO (Information Commissioner's Office).

3. Limitations on our activities with personal records

In accordance with the above website we will

- only process information necessary to establish or maintain membership or support; and
- only process information necessary provide or administer (sic) activities for people who are members of the organisation or have regular contact with it; and
- only share the information with people and organisations necessary to carry out the organisation's activities. (If individuals give us permission to share their information, we can do so.); and
- only keep the information while the individual is a member or supporter or as long as necessary for member/supporter administration.

4. Adherence to the principles of the Data Protection Act

We will make sure we understand the principles of the Data Protection Act (http://ico.org.uk/for_organisations/data_protection/the_guide)

We will adhere to the principles of the Data Protection Act and understand best practice for managing information.

5. Conclusion

We will continuously monitor any use of data in the Area Meeting and any changes in the law on Data Protection.