

Data protection and privacy 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 six Local Quaker Meetings (LMs): Bury St Edmunds, Diss, Felixstowe, Ipswich, Leiston 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 fee

Our organisation was established for not-for-profit purposes and does not make a profit. Therefore, according to

<https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/y/N/Y/Yes/Yes/No/Yes> there is no need for us to pay a registration fee to the ICO (Information Commissioner's Office).

3. Adherence to the principles of General Data Protection Regulation (GDPR)

We will make every effort to adhere to the principles of GDPR.

4. Monitoring

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

5. The data we hold

- Names.
- Addresses.
- Telephone numbers.
- Email addresses.
- List of posts/roles held by members/attenders.
- Financial information, including donations to Quaker work.
- Minutes of business meetings, including details of individuals in connection with acceptance into membership, resignation, death or appointments.
- Emails to or from office holders that may include personal data.
- Records of visits to applicants for membership.
- Information given by visitors in LM visitors' books.
- Names and addresses of children in membership are recorded in the Membership Register; no child's name is recorded in the printed list of members and attenders; when a child in membership reaches the age of 16, s/he is asked whether they wish to continue their membership, and if so to sign a data consent form.
- Personal data of employees (Meeting House wardens, caretakers and cleaners).
- Hirers' details.
- Tenants' details. For further details, see our 'Privacy notice for tenants'.
- Personal and financial information for applicants to the Richard Waynforth Trust (RWT).

This data may be held on paper or electronically. All members/attenders/their partners and spouses are asked to sign and date a consent form.

6. The lawful basis on which we hold data

The lawful basis on which we hold data is the legitimate purposes of I&DAQM. These are:

- Administration of I&DAQM and its constituent LMs.
- Compilation of the membership register.
- Compilation of the annual list of members and attenders.
- Informing members/attenders and parties who have expressed interest about activities and events.
- Making requests to members/attenders for financial support for I&DAQM, Britain Yearly Meeting (BYM) and other Quaker bodies.
- Upkeep of the central database of the Religious Society of Friends at Friends House in London.
- Administration relating to the hire of Meeting Houses.
- Awarding hardship support grants to Friends of Ipswich & Diss, Southern East Anglia, and Norfolk & Waveney Area Meetings under the terms of the Richard Waynforth Trust.

7. Data storage

I&DAQM has no central office. Its work is administered by unpaid volunteers. Data may be kept in Meeting Houses or by individuals, either on paper or electronically. We will take all steps within our resources to ensure data security.

8. Access to data

Data may be accessed by the following:

- Financial information: AM Treasurer, LM Treasurers, accountants, auditors, bank account co-signatories and online payment approvers.
- Employee data: accountants, HMRC, DWP, The People's Pension.
- Personal data and financial information in applications to the Richard Waynforth Trust: AM treasurer and authoriser, auditors and 7 panel members appointed from Trustees (5 from I&DAQM, 1 from Southern East Anglia AQM and 1 from Norfolk & Waveney AQM). Only the Clerk to I&DAM has access to the Richard Waynforth Trust's database.
- Membership register: Membership Clerk and 2 other Friends each year who check the tabular statement, historians and archivists once the files are archived.
- Sensitive personal information may be included in emails to or from office holders.
- Membership application records, including visitors' reports: Visitors, Membership Clerk, AM Clerk (reports are always agreed with applicants).
- Hirers' data: people appointed to take bookings.
- Tenants' data: any person who may need to know for the purposes of administering the let.
- All other information may be circulated to members and attenders.
- Data will never be shared with third parties without the consent of the subject, except where we are legally required to do so.

9. Retention of data

- Records of individual giving are retained by Treasurers for 6 years.
- RWT: each member of the grants panel deletes all data relating to an application as soon as a discerned position on that application has been reached. The files are retained by the clerk to trustees for 7 years and then deleted.
- Membership application records: master copies may be retained by the Membership Clerk.
- Office holders are asked to delete all relevant files when they lay down their offices.
- The list of members and attenders is revised annually, but as it is in printed form back copies are in existence.
- Minutes and other historic records: after a period, these are deposited on loan in the Suffolk Record Office, which will contact the I&DAQM Archives Officer before releasing any to a reader. Any sensitive records are marked as such by the Friend depositing them.
- When a person who has signed a consent form appears to have ceased contact with I&DAQM, s/he is contacted after approximately 2 years and asked whether they wish to renew their consent; if there is no response, their data are deleted.

10. Procedure for an individual wishing to see their data

- Such an individual should contact the Data Protection Clerk; I&DAQM will endeavour to provide the information requested within one month of receiving the request.
- Some data can be deleted on request; other data, e.g. minutes, cannot be deleted but must be preserved for the historical record.

11. Data breaches

- In the case of a data breach adversely affecting individuals' rights and freedoms, we will inform those individuals promptly.
- We will investigate any data breach, and record it by minute.
- We will inform the Information Commissioner's Office if necessary.

12. Complaints

Complaints may be addressed to the Data Protection Clerk or the AM Clerk.