



**IPSWICH AND DISS AREA QUAKER MEETING
(Charity Commission Number 1134526)**

Data Protection and Privacy Policy

Name of Area Meeting Data Controller	Mike Medhurst, Ipswich Local Meeting.
Constituent Local Meetings	<p>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).</p> <p>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.</p>
Policy creation date	Based on the 2021 Data protection and privacy policy for Ipswich & Diss Area Quaker Meeting
Policy update date	20 th May 2024
Policy owner	Trustees of Ipswich & Diss Area Quaker Meeting
Related Procedures	All policies of Ipswich & Diss Area Quaker Meeting can be found on the website: https://suffolkquakers.org.uk/area-meeting-documents/

<p>Glossary</p>	<p>UK GDPR: UK General Data Protection Regulation (United Kingdom General Data Protection Regulation) (legislation.gov.uk)</p> <p>DPA 2018: UK Data Protection Act 2018 (http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted)</p> <p>ICO: Information Commissioners Office (https://ico.org.uk/)</p>
<p>Data Protection registration fee</p>	<p>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).</p>
<p>Responsibility and governance</p>	<p>All volunteers and/or employees 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.</p> <p>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 via the Area Meeting Data Controller.</p>
<p>Commitment of the organisation</p>	<p>This Area Meeting is committed to processing personal data in accordance with the GDPR and DPA 2018.</p> <p>This includes abiding by the 7 data principles:</p> <p>Personal data shall be:</p> <ul 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’); 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

	<p>that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');</p> <p>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');</p> <p>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').</p> <p>vii. The controller shall be responsible for, and be able to demonstrate compliance with the above principles.</p>
<p>Personal data collected by the meeting</p>	<ul style="list-style-type: none"> • 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). <p>This data may be held on paper or electronically. All members and attenders are asked to sign and date a consent form. They are asked annually if there are any updates to their consent.</p>

<p>Purposes for which you collect personal data</p>	<p>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 LocalQuaker Meetings, 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 under the terms of the Richard Waynforth Trust.</p>
<p>Annual Audit</p>	<p>Trustees will carry out an annual audit that the provisions of this procedure are being complied with.</p>
<p>Data Storage</p>	<p>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 security.</p>
<p>Access to data</p>	<p>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, CBR Business Solutions. • Personal data and financial information in applications to the Richard Waynforth Trust: AM treasurer and authoriser, auditors and 7 panel members appointed by Trustees (Currently 5 from I&DAQM, 1 from Southern East Anglia AQM and 1 from Norfolk & Waveney AQM). Only the Clerk to I&DAM Trustees 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</p>

Retention of data	<ul style="list-style-type: none"> • 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.
Breach	<p>In the case of a data breach adversely affecting individuals' rights and freedoms (accidental or unlawful sharing, theft, loss, access to personal data), we will:</p> <ul style="list-style-type: none"> • assess the risk to the data subjects involved, • inform those individuals promptly. • record it by minute. • inform the ICO if necessary.
Rights	<p>We will aim to uphold data subject's rights over their data in accordance with GDPR. More information on data subjects 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 Area Meeting Data Controller.</p> <p>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.</p>
Complaints	<p>Anyone who wishes to complain about how the meeting has handled their data, can contact the Area Meeting Data Controller or the Area Meeting Clerk.</p> <p>If they wish to take the complaint further they should contact the ICO.</p>