

Data Protection Policy

Name of Area Meeting	<p>Southern East Anglia Quaker Meeting</p> <p>Charity number: 1134208</p> <p>Colchester Quaker Meeting House</p> <p>6 Church Street, Colchester CO1 1NF</p> <p>Website https://essexsuffolkquakers.org/</p>
Data Controller	AM Clerk, Contact: AMclerk@essexsuffolkquakers.org
Constituent Local Meetings	Clacton on Sea, Colchester, Earls Colne, Harwich, Sudbury
Policy creation date	March 2020
Policy update date	November 2020
Policy owner	Trustees of Area Meeting
Glossary	<p>GDPR: EU General Data Protection Regulation (https://gdpr-info.eu/)</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>
Responsibility and governance	<p>All volunteers 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 <i>AM Trustees @essexsuffolkquakers.org</i></p>
Commitment of	This Area Meeting is committed to processing personal data in accordance with the GDPR and DPA 2018. This includes

the organisation

abiding by the 7 data principles:

Personal data shall be:

- 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 that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');
- 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');
- 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').
- vii. The controller shall be responsible for, and be able to demonstrate compliance with the above principles.

Personal data collected by the meeting	Members, attenders, enquirers, room bookings, event attendees, donors (if not members/attenders), employees, volunteers, contractors
Purposes for which personal data is collected	Legitimate interests, performance of contract, with consent.
Compliance with the data principles	<p>Policies: Privacy Policy, Records Retention and Archive Policy</p> <p>Procedures:</p> <ul style="list-style-type: none"> • Data consent forms completed by members and attenders. • Data audit records data kept, by whom and where. <p>Technical and organisational measures:</p> <ul style="list-style-type: none"> • IT security in place on data holders' computers • Locked metal cabinets in Colchester Meeting House • Access to members and attenders personal data is restricted to role-holders appointed by AM: Clerk, assistant clerk/membership, Local Meeting data contacts, contributions collector. • Access to personal financial data for contribution and gift aid purposes is restricted to treasurers, paid accountant and the contributions collector. • Hirers data is restricted to Treasurers, employed caretakers and managers. <p>Updates: Request on data consent forms for Members and Attenders inform the membership clerk or the LM data contact. Official lists of members and attenders are updated regularly and yearly figures are reported to AM and BYM on tabular statement.</p> <p>Retention & archiving: Policy guidance is in process of being made available.</p>
Breach	In the event of a data breach (accidental or unlawful sharing, theft, loss, access to personal data), we will assess the risk to the data subjects involved and if necessary report the breach to the ICO.
Rights	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/

	If you wish to make a request regarding your data, please contact: AM Clerk, LM data contact or an overseer in your LM.
Complaints	Anyone who wishes to complain about how the meeting has handled their data can contact the AM Clerk or AM Trustees. To take the complaint further they should contact the ICO.