

GLOUCESTERSHIRE AREA QUAKER MEETING

Summary of Quaker Data Safety and Information Security

Quaker meetings need to store information about their members and attenders (on computers, other devices or in paper files). We will be sensitive to the need to protect such information from unauthorised use and will comply with all legal requirements for data protection. The Data Protection Act 1998 gives protection to individuals in the holding of and disclosure of personal information. Under this legislation and in accordance with the data protection policy of Britain Yearly Meeting, we need your consent to use your personal information.

Basic factual information on members such as addresses should be kept by the area meeting on the official register of members (QFP §11.38) which should be explained to all those applying for membership. Membership information will be shared with the Yearly Meeting contact database, though members may request by using a consent form, that information other than their name be withheld.

Information on attenders and the non-member spouses/partners of members may be held and used only with their consent. Information on children not in membership may be held and used only with the consent of their parent or guardian (QFP §11.39 and §4.45). Consent forms should enable non-members to opt for their details not to be included in published address lists or to be passed to the Yearly Meeting database or to other Quaker bodies.

Friends should be aware of the difficulty of maintaining perfect security of the lists, and they should be given the option of not publishing some or all of their personal details (QFP §4.45). If meetings record any other information on members and attenders, whether electronically or in paper-based records, for example in connection with nominations work or with applications for membership, then the persons concerned must understand that the information is held and that they may see and approve their own record. (QFP §4.45).

How your information is used, with your consent

Your details are primarily used to help members of your meeting and other constituent parts of Britain Yearly Meeting to contact one another. Information will be used for:

- Printing the address list of members and those associated with the area meeting.
- Mailing newsletters and other communications.
- Contacting you on the meetings' legitimate business.
- Pursuing the general purposes of constituent Quaker meetings.

The central offices of Britain Yearly Meeting will not use your details for unsolicited direct mail seeking financial contributions. Your information is confidential and will not be passed to other organisations without your consent.

If you have any queries please contact either the Recording Clerk (Data Compliance), Friends House, 173 Euston Road, London NW1 2BJ or your area meeting trustees.

Colin Gerard, Clerk of GQAM trustees