

## PRIVACY POLICY FOR GLOUCESTERSHIRE AREA QUAKER MEETING

Gloucestershire Area Quaker Meeting is the data controller for the personal data we collect for the administration of the meeting. The address and contact details are:

Gloucestershire Area Quaker Meeting  
c/o Clerk of Trustees,  
Val Kirby  
69 Bisley Road,  
Stroud  
GL5 1HF

Email: [valgkirby@gmail.com](mailto:valgkirby@gmail.com)

We collect personal data from our members and people closely associated with the organisation for the legitimate interests of our organisation. This includes:

- Basic membership data
- Contact information
- Biographical data for nominations procedures
- Financial data concerning donations and gift aid

We collect some data for the performance of contracts such as:

- Employment data for our employees

Where appropriate we will ask for consent for collection and management of personal data, such as

- Data collection from non-members
- Data collection from/for children
- If we share data externally

We will never sell any personal data.

We will take appropriate measures to ensure data we collect is kept securely. This includes:

- Keeping certain data in locked storage areas
- Securely shredding personal data
- Ensuring only the relevant people have access to personal data
- Taking measures to ensure security of data on digital systems. These include ensuring our devices are password protected and have up to date anti-virus software, and using the secure system Qlist to store data.

If you are unhappy with how your personal data has been managed, please contact: the Clerk of Trustees [valgkirby@gmail.com](mailto:valgkirby@gmail.com)

If you are still unhappy after discussion with the Area Meeting, you can contact the Information Commissioners Office here: <https://ico.org.uk/>