

Luton & Leighton Area Quaker Meeting **Religious Society of Friends: Privacy Policy**

Introduction

Luton and Leighton Quaker Area Meeting (Area Meeting) is a registered Charitable Incorporated Organisation (Charity Number 1173865). The registered address is Harpenden Meeting House, 12 Southdown Road Harpenden AL5 1PD.

The Area Meeting (including Area Meeting in Session, Area Meeting Trustees and the Area Meetings constituent Local Meetings) acts as data controller (through the Clerk of Trustees), when collecting personal data from members, attenders, contractors, employees, volunteers and other stakeholders.

Data is collected in the legitimate interests of supporting the Charity's work, and for some types of data collection for the performance of a contract to deliver a service or product. Consent will be requested for data processing where appropriate. When an individual is asked to provide personal data he/she will be informed as to how the Area Meeting intends to manage it and what measures will be taken to ensure its security.

Why Data is Collected

Data is collected in order to offer services and events to members and attenders and the general public. Data is also used to carry out administrative work and this includes information about Area Meeting staff and volunteers.

How Data is Collected

Data is collected in a number of ways, usually through forms issued by Local Meetings, but also through employment processes.

The Area Meeting Trustees will ensure that all personal information supplied is held in accordance with EU General Data Protection Regulation and UK Data Protection legislation.

Processing and Consent

When personal data is requested Area Meeting Trustees will describe how the data will be used and managed, and where appropriate, ask for the individual's consent to use the data in the ways described.

Information will be kept for no longer than necessary. Third parties will not be asked to process an individual's data without taking reasonable steps to ensure that they comply with UK Data Protection legislation and EU General Data Protection Regulation.

An individual's data will never be sold or given to third parties for their commercial purposes.

Data Location and Security

Personal data is collected and stored securely subject to appropriate security measures and is protected against misuse.

Where an individual's personal data is held in electronic form, it will be on computers password protected or on a separate memory stick. Data in paper form is held securely and destroyed securely.

Data will be kept for as long as is necessary and where possible data will be stored for the Area Meeting's records in an anonymised form.

Statement about Rights Concerning an Individual's Data

If you have any queries, please in the first instance, contact the Clerk to Trustees - clerktrustees@lquakers.org.uk or write to us at our registered address.

Should you wish to make a subject access request to view your personal data held by us, please contact Clerk to Trustees clerktrustees@lquakers.org.uk or write to us at our registered address.

Should you wish to withdraw permission for use of your data or to update the data we hold for you, please contact Clerk to Trustees clerktrustees@lquakers.org.uk or write to us at our registered address.

Any changes we may make to our privacy notice in the future will be posted on the Luton and Leighton Area Meeting webpage and where appropriate, notified to you by email.