Area Meeting ‘XYZ’ Privacy Policy

Based on ICO example:

Our contact details

Insert the contact details for your business. Include postal address, any main email addresses, phone numbers or web addresses.

Also include the name and contact details for your main point of contact for data protection matters. This does not have to be a designated [‘Data Protection Officer](https://ico.org.uk/for-organisations/does-my-organisation-need-a-data-protection-officer-dpo/)’

What type of information we have

We collect (*delete or add as appropriate*):

Tell people what type of personal information you collect and hold. Personal Information is any information that can be used to identify a living person. For example members’ email addresses, customer financial information, employee data or website user stats. There are more examples of personal information on our [website](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/what-is-personal-data/).

* Members contact details
* Attenders contact details
* New enquiriers contact details
* Children’s names and ages
* Volunteer data
* Employee data
* Room bookings customers’ data

How we get the information and why we do we have it

Tell people how you collect the information and where you collect the information from.

Tell people the reasons why you need to collect or hold their information. Include your lawful basis for doing this in this section (visit our [Lawful Basis Tool](https://ico.org.uk/for-organisations/resources-and-support/lawful-basis-interactive-guidance-tool/) to help you work this out).

You may collect personal information because you have a legal or contractual obligation. You should inform people here if this is the case.

If you are relying on consent to process individual’s information, then you should also tell people about their right to withdraw consent and how they can do this in this section.

We collect contact details and other necessary information for members, their family members, and long term attenders under legitimate interests for the necessary administration of this membership organisation.

We ask for consent to collect data for the following purposes:

* To create a shareable contact book (Book of Members)
* To pass contact details to other organisations (for example Britain Yearly Meeting)

For obligations connected with the performance of a contract, we collect:

* Volunteer data (volunteer application form)
* Employee data (application form and new starter form)
* Booking customers’ data (booking form)

What we do with the information

Tell people what you do with the information.

Include if you share information with anyone, or any other business. Make sure you include how you do this and any sharing you do outside the EU.

If applicable, include any automated decision making that is made using the information, or any profiling you undertake.

We do not share data without consent and we will never sell personal data. We mainly use personal email for meeting business and this requires sending data outside the EU.

How we store your information

Tell people how or where you keep their information, how long you intend to keep their information for and then how you intend to securely destroy or dispose of it. You need to do this for every type of information you hold.

We store all personal data on PCs, laptops and mobile devices of our volunteer roleholders. We ensure we give guidance on digital security. All devices should be password protected and have suitable antivirus software.

We store some data in paper form. Sensitive data is stored in locked cabinets where possible.

We have selected some meeting records for permanent archiving and these are regularly transferred to XX archives. All other data is destroyed securely when no longer required.

Your data protection rights

Tell people about their data protection rights. Their rights will differ depending on your lawful basis for processing, so once you know this then you can select the relevant sections from the text in the template below to include in your Privacy Notice. The [lawful basis](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/) page of our Guide to the GDPR has a useful table that shows the varying rights that apply (and don’t apply) depending on the lawful basis.

If you wish to exercise any of your rights under GDPR, please contact XXX@AAmeeting.quaker.org

How to complain

Tell people how to make a complaint to you here. Include the ICO’s address.

If you wish to complain, please contact XX@quaker.org.uk in the first instance. If your complaint is not dealt with satisfactorily, you have the right to contact the ICO: https://ico.org.uk/