**BYM Committee Privacy Notice**

If you’re nominated or appointed to a BYM committee here’s what we do with the information you give us. If you have any queries about this notice, please contact the BYM Data Protection Team (email datasafety@quaker.org.uk)

For the BYM Privacy Notice, please go [www.quaker.org.uk/privacypolicy](http://www.quaker.org.uk/privacypolicy).

**What data do we collect?**

* For the purposes of running a committee, we will need your; name, contact details, Area Meeting and membership status, preference for mailings, dietary and access requirements.
* For residential meetings, we will also ask for your rooming preferences.
* BYM is governed by its committees and as such has a legitimate need to process this information in relation to your committee service.

**How do we receive your information?**

* Most of your information is received via email.
* Sometimes we ask committee members to use online forms to gather this information. These forms may be operated by Britain Yearly Meeting or third party contractors.
* Your information will be transferred to the BYM database in a timely manner. After which it will be deleted on the external server.
* Some committee information will be received on paper forms via post or telephone. It will then be added to the database.

**Where do we keep it?**

* Your information will be held on the BYM database.
* All BYM digital services and systems are held on secure servers operated by Britain Yearly Meeting and in some circumstances, on servers owned by third party contractors. We ensure that any third party contractors we use comply with the UK Data Protection Legislation and EU General Data Protection Regulation.
* The server is backed up regularly and your data may be archived for up to 10 years in a secure offsite location in accordance with the IT Backup and Restore Policy
* Information received in paper format is kept securely.
* Financial information, such as expenses is held securely on the BYM Finance system.
* Your contact and biographical details may be uploaded to a secure committee website which can only be accessed by your fellow committee members and relevant BYM staff.
* Some committee minutes and papers are available on the BYM website. As a committee member your name and Area Meeting may be included in that.
* Your contact and biographical details may be kept on your fellow committee members’ computers and mobile devices, or in paper files. All committee members are given guidance on data protection and requested to destroy their committee papers on leaving the committee.

**What do we do with it?**

* To ensure your comfort, safety and full access to the committee, your relevant information will be shared with the meeting and/or residential venue.
* Where other services are provided, such as coach travel, it may also be necessary to share your relevant information with other third party suppliers.
* Committee members usually find it helpful to share contact details to progress committee work outside of the meeting. We will check before we share these.
* Your information will be used to update the BYM contact records management system to ensure we hold up to date and accurate information. If you are in contact with BYM for other reasons, eg as an event attendee or donor, these details may be used to contact you.
* Your information will not be sold.
* Your contact information will not be passed to any third party supplier outside of the requirements for the committee management.
* For governance purposes, committee minutes may be shared with other BYM committees.
* For transparency of decision making, committee minutes may shared with other members of the Religious Society of Friends if requested, unless they are deemed confidential.

**How long is it kept?**

* Information is deleted from online form services in a timely manner.
* Committee membership is of historic importance and will be kept permanently.
* Your name will also appear in committee minutes which will be kept permanently, ultimately held by the library. Electronic versions of the minutes will be held on BYM servers permanently. Some key governance minutes will be kept on the website for 5 years.
* For the purpose of transparent decision making, some committee minutes are uploaded to the BYM website and your name may appear online.
* Information relating to your attendance at committee meetings will be held for 6 years in digital and paper form – see below for under 19s data retention.
* For children and young people under the age of 19 at the time of attending the committee, digital information will be retained for 6 years and paper records for 100 years. Further information about CYP policies are available on the website [www.quaker.org.uk](http://www.quaker.org.uk).
* Financial information will be held securely for 7 years on the BYM Finance server and in paper form.

Suze Lidbury

3 April 2018