# *INSERTNAME* Area Quaker Meeting – DATA CONSENT FORM

These forms are to gather personal data for use by *INSERTNAME* Area Quaker Meeting. The Area Meeting aims to comply with UK Data Protection Act (2018) and UK GDPR. You can read our Data Protection policies here: *INSERTLINK.*

There are sections of the form for:

* Members and long-term attenders[[1]](#footnote-1)
* New attenders
* Children (for completion by parent or guardian)

We collect data for the legitimate interests of the Area Meeting which supports our main activities and administration. For some extra activities, mainly the shared contact book, we ask for consent.

Britain Yearly Meeting (BYM) is the charity which supports Quaker Meetings, individuals, and the activities of the national Church, as well as performing other activities such as outreach and work on Quaker concerns. BYM collects names and basic contact information from Members and long-term attenders under legitimate interests. You can read their privacy policy here: <https://www.quaker.org.uk/privacypolicy>

Our contact list operates as follows: *INSERT INFORMATION including FORMAT, WHO IT IS SHARED WITH ETC*

|  |  |
| --- | --- |
| **For Members and long-term attenders** |  |
| Name |  |
| Telephone number(s) |  |
| Address |  |
| Email |  |
| Consent for information to be included in contact list | Circle one:  YES / NO |
| Signed and dated | Signature: Date: |
|  |  |
| **For New attenders** |  |
| Name |  |
| Telephone number(s) |  |
| Address |  |
| Email |  |
| Consent to share with appropriate roleholders in the Meeting | Circle one:  YES / NO |
| Consent for information to be included in contact list | Circle one:  YES / NO |
| Consent to share with Britain Yearly Meeting | Circle one:  YES / NO |
| Signed and dated | Signature: Date: |

|  |  |  |  |
| --- | --- | --- | --- |
| **For children (under 16)** | **(to be completed by parent/guardian)**  Child one | Child two | Child three |
| Name |  |  |  |
| Contact info |  |  |  |
| Consent to share with appropriate roleholders in the Meeting | Circle one:  YES / NO | Circle one:  YES / NO | Circle one:  YES / NO |
| Consent for name only to be included in contact list | Circle one:  YES / NO | Circle one:  YES / NO | Circle one:  YES / NO |
| Signed and dated | Signature: Date: | | |

*Supply another form for further children to be added if necessary*

1. Under GDPR membership societies can consider someone with a long-term relationship akin to membership as a ‘de facto’ member in data protection terms. Someone attending meetings regularly for two or more years would be a good rule of thumb to use. [↑](#footnote-ref-1)