**BYM Nominations Privacy Notice**

If you would like to be considered for BYM service, here’s what we do with the information you give us. Please see the Committee Privacy Notice for details on how we manage your information in relation to committees. If you have any queries about this notice, please contact the BYM Data Protection Team (email datasafety@quaker.org.uk).

**What data do we collect?**

* For nominations purposes, we will require your; name, contact details, Area Meeting and membership status, and biographical information.
* BYM is governed by its committees and as such nomination is a legitimate interest.
* You will be asked to supply contact details for two supporting Friends, for which you will need to gain their consent.

**How do we receive your information?**

* Information is received on the Quaker Service Information Form, usually via the online form, operated by Britain Yearly Meeting or third party contractors.
* Your information will be transferred to BYM database in a timely manner. After which it will be deleted on the external server.
* Some Quaker Service Information will be received on paper forms via the post or by telephone. This information is typed into the BYM database held on a secure internal server.

**Where do we keep it?**

* Your information will be 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.
* Your information will be held on the BYM database which is located on a secure internal server.
* 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.
* Your contact and biographical details may be uploaded to a secure committee website located on a secure UK server. This can only be accessed by your nominations committee members and relevant BYM staff.
* Your contact and biographical details may be downloaded on to nominations committee members’ computers and mobile devices, or kept in their paper files. All committee members are requested to destroy this information 18 months after the nomination or on leaving the committee, whichever is sooner.

**What do we do with it?**

* The contact information you supply with the Quaker Service Information Form 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 Quaker service information is shared with nominations committee members to enable them to find the most appropriate service for you. They will have access to this information:
	+ in a secure committee website which only they and relevant staff have access to;
	+ via email in password encrypted attachments.
	+ in paper format.
* Nominations Committee members and staff will contact your supporting Friends, in confidence, to find out more about your suitability for a particular role. This information may be shared with the search group or nominations committee orally or in writing (secure committee website, by password encrypted email attachment or in paper).
* If you are approached for service, that approach and your response will be recorded on the nominations management system.
* Should you agree to serve and be appointed to a particular role, your contact details will be shared with the relevant BYM staff member for that role.
* Your information will not be sold.
* Your contact information will not be passed to any third party supplier outside of the requirements for the nominations management.
* For governance purposes, committee minutes may be shared with other BYM committees.
* For transparency of decision making, committee minutes may be 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.
* Your Quaker Service information will be kept while you are in membership or active within the Society. We will contact you periodically to update your information.
* You can request that we delete this information at any point.
* Supporting Friend references may be kept for up to18 months so that it may be available for a follow up search the next year about this role or for queries.
* Committee membership is of historic importance and will be kept indefinitely.
* Your name will also appear in committee minutes which will be kept indefinitely in paper archives, ultimately held by the library. Electronic versions of the minutes will be held on BYM servers internally indefinitely and externally on the secure committee website for up 10 years.
* For the purpose of transparent decision making, some committee minutes are uploaded to the BYM website and your name may appear online, eg appointments to Meeting for Sufferings appointments or its sub-groups.

Suze Lidbury

3 April 2018