

## CENTRAL ENGLAND QUAKERS

Treasurer and Examiner briefing, November 2018

### Guidelines for Treasurers on the implications of the General Data Protection Regulation (GDPR).

- 1 A brief summary of GDPR, and how it relates to CEQ, is given in a document issued at the GDPR workshops held in June and July 2018, called "Preparing for GDPR". A paper titled "guidance on email protocol" was published at the same time. These two documents provide useful background for Treasurers. All CEQ Data Protection documents are available via the CEQ website (look for a link to "policies" at the foot of the home page, and select "privacy & data protection").
- 2 Respecting and protecting the privacy of personal information lies at the heart of GDPR. The CEQ IT & Data Protection Committee has prepared "privacy statements" for various groups (eg Members & Attenders, Role Holders, Employees, Volunteers), and Overseers are seeking consent from members and attenders to the use of contact details. This exercise is still in progress, but some Members and Attenders may decide not to give their consent. When communicating with Friends, Treasurers need to work from contact lists provided by Overseers, which will reflect individual preferences. When emailing multiple contacts, circulation should be by "blind copy" to avoid disclosing personal email addresses to others (NB, this does not apply to specific groups that have agreed to share email addresses).
- 3 The privacy of personal donations must be respected. Treasurers have a "legitimate interest" in holding donor information (such as postal addresses for Gift Aid claims), and bank details for beneficiaries, but this information must not be disclosed to third parties and, when held on personal computers, must be protected from "cyber attack" by effective antivirus software.
- 4 When requesting personal information (for example in connection with an appeal for donations) the letter or leaflet should contain a brief privacy statement. The Local Meeting data lead can advise on the wording, and reference can be made to the full privacy statement published on the CEQ website.
- 5 If you have any queries or difficulties please contact the CEQ IT & Data Protection Committee through its Link Trustee, Tricia Bradbury Tel: 01562 730381, Email: [tricia.bradbury42@gmail.com](mailto:tricia.bradbury42@gmail.com)

James Bradbury  
Treasurer to Trustees  
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