

Data Protection and Privacy

8 things you need to do to prepare for General Data Protection Regulation (GDPR).

- 1 Be aware of what GDPR means, and how it relates to our Area Meeting, Local Meetings, Branches and AM Committees. (A brief summary is overleaf)
- 2 Nominate a “data lead” for your Local Meeting, Branch or (AM) Committee – usually/ideally but not necessarily the Clerk. Data leads will monitor local compliance, and act as a link with the AM IT & Data Protection Committee (and CEQ Trustees) on Data Protection matters. Nominated Data Leads may seek support from other local Friends, and Meetings are free to adopt whatever internal structure works best for them. Note that the Data Leads for the CEQ Charity are the Clerk and Assistant Clerk to Trustees.
- 3 Make sure that as many Friends as possible (and at least all those involved in the running of the Meeting) read and understand the new CEQ Data Protection Policy, and applicable Privacy Notices and Consent Forms.
- 4 Be aware of the rights of individuals and obligations of your Meeting, as set out in the Policies and Privacy Notices.
- 5 Undertake (with other role holders) a review of internal procedures, to check that they comply with the DP Policy, and adapt the procedures as necessary. At the same time, undertake a review of what documents are displayed at the Meeting House (ie those that are accessible to visitors and hirers), and consider removing from “plain view” those containing personal data.
- 6 Distribute consent forms to all members and attenders, asking them to complete and return them, noting that GDPR requires “data subjects” to “opt in” – in other words without a signed consent form an individual’s data cannot be processed (*NB, if consent is required – note from the DP policy that not all data processing requires consent*).
- 7 Be aware of the advice on the sending and sharing of emails – refer to guidelines published by the AM IT & Data Protection Committee.
- 8 Don’t hesitate to seek help and advice. The IT & Data Protection Committee Link Trustee (Patricia Bradbury) will be glad either to provide advice or refer you to the appropriate contact. Also, the Committee will welcome feedback from Local Meetings, Branches and Committees – we are all on a learning curve together!

Finally, remember that the principles behind the new regulation reflect our Quaker testimonies. Note Advice 37: *Are you honest and truthful in all you say and do? Do you maintain strict integrity in business transactions and in your dealings with individuals and organisations? Do you use money and information entrusted to you with discretion and responsibility? Taking oaths implies a double standard of truth; in choosing to affirm instead, be aware of the claim to integrity that you are making.*

A brief summary of GDPR, and how it relates to CEQ

- 1 GDPR stands for General Data Protection Regulation, and the new regulation came into effect on 25 May. It is about balancing the needs for any organisation to process personal data, with privacy and control for individuals about their own personal data. It is NOT optional – it is a legal requirement with serious consequences if the regulations are not met.
- 2 GDPR defines personal data as any information from which an individual can be identified, and which relates to that individual (eg name, address, telephone number date of birth, gender). Note that the regulation only covers personal data; other types of information are outside the scope.
- 3 GDPR provides rights to individuals about their personal data in things like....
 - The right to be informed
 - The right of access
 - The right to rectification
 - The right to erasure
 - The right to restrict processing
 - The right to data portability
 - The right to object
 - Rights in relation to automated decision making and profiling
- 4 GDPR defines 6 lawful grounds that organisations can use to process personal data, and the ones that are most relevant to CEQ are:-
 - Consent
 - Legal compliance
 - Legitimate interest
- 5 CEQ needs to process personal data:-
 - To maintain our directory of meeting members and attenders;
 - Provide pastoral support for members and others connected with our meetings;
 - Safeguard children, young people and vulnerable adults;
 - Maintain our accounts and records;
 - Promote our testimonies and concerns;
 - Deal with enquiries;
 - Meet contractual obligations to employees and volunteers;
 - Seek peoples' views and opinions;
 - Hire out the meeting houses;
 - Communicate with members and attenders
- 6 The primary Data Processing groups within CEQ are:-
 - Members and Attenders of CEQ
 - CEQ Role holders
 - Members of the public
 - Employees of CEQ
 - Volunteers of CEQ
- 7 Note that GDPR covers paper records and communications, not just “electronic”.