



Central England Quakers

Employees Privacy Statement

Central England Area Quaker Meeting (registered charity 224571) is one of some 70 Area Meetings which make up the Religious Society of Friends in Britain.

CEQ is the combination of 17 Local Quaker Meetings in Birmingham, the West Midlands, Warwickshire and Worcestershire at which public Meetings for Worship are organised on a regular basis. It is the body through which membership of the Society is held, and in which we support each other and work together for spiritual growth and social witness in the wider world.

1.1 OUR COMMITMENT

This privacy statement sets out how we will meet that challenge of Quaker Advices and Queries 37 in our use of personal data. We wish to be transparent about how and what we process and specifically commit to NOT sharing or selling it.

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?

1.2 CONTACT ADDRESS

Quaker Meeting House
40 Bull Street
Birmingham
B4 6AF

Phone 0121 236 2644

Email: ceq@phonecoop.coop

1.3 THE DATA WE COLLECT

1.3.1 Personal information we need (Legitimate interest and Legal Compliance in Data Protection terms)

We will collect information at the start of your employment and maintain your employment records throughout your period of employment:

- Name, address, phone number, emergency contact name and numbers.
- Salary, payroll, and pension details.
- Work history and qualifications.
- Relevant health information.
- Appraisal and feedback forms.
- Safeguarding information.

Employee data is held by the CEQ Line Manager of each employee and also by our accounting contractor.

We will hold this information for at least eight years after you cease working for us depending on legal requirements (e.g. pensions, safeguarding).

1.3.1.1 Photographs

From time to time we may take photographs of our activities to appear on CEQ web-sites, social media and newsletters. We will seek your consent to appear in group photographs and will endeavor to give anyone who does not wish to appear the opportunity not to be in the scene. We will not use photographs of you as an individual without your explicit consent to that use.

1.4 SHARING WITH THIRD PARTIES

Under no circumstance will the personal information you have given to us be shared with or sold to third parties.

1.5 YOUR RIGHTS.

You can access your personal information or contact us about it using the contact address.

1.5.1 If you think your data is wrong

We want to ensure that all the data we hold on you is accurate and up to date, if you think that any of it isn't please let your CEQ line manager know and we'll make every reasonable effort to correct it.

1.5.2 Make a complaint

In the first instance please get in touch using the contact address. We want to know why you're unhappy, so we can put it right.

If you're still not happy, you can contact the Information Commissioners Office, <https://ico.org.uk/concerns/>