



# Central England Quakers

## Room Hirers 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.

### 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

### 1.3 THE DATA WE COLLECT

#### 1.3.1 Personal information we need (Legitimate interest in Data Protection terms)

The contact information for one off bookings (e.g. for a party) is collected at the time of the booking. For any groups who regularly use rooms we obtain the name and contact details of the organiser when the arrangement is made.

We hold:

Name, address, contact/ invoice email and/or phone number.  
Room and catering requirements.

Your data is held by the person you made the booking with.

For one-off bookings the data will be deleted once the event has taken place, the invoice has been paid and any queries resolved.

For regular bookings the data will be deleted when the repeat bookings cease, all invoices have been paid and any queries resolved.

### 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 either via the person you made the booking with or 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 the person you made the booking with know and we'll make every reasonable effort to correct it. If, for any reason, this does not work please contact the CEQ secretary at the address above.

### 1.5.2 Make a complaint

In the first instance please get in touch using the contact addresses. 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/>