



# Central England Quakers

## Role Holders 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](mailto:ceq@phonecoop.coop)

### 1.3 THE DATA WE COLLECT

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

To help us govern our charity we need to hold your name and membership status, your local meeting, your role and your contact details.

We will hold this information for as long as you remain appointed in your role.

##### 1.3.1.1 Contact details

Postal addresses, email addresses and telephone numbers (at least one of which we require). This information will be held by the Central England Quakers secretary, area meeting clerks and your local meeting clerk, elders and overseers. By default, contact information will not be published or shared with anyone else. If someone wishes to contact you they will need to give their contact details to one of these office holders who will then ask you to make the contact.

##### 1.3.1.2 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 or one of your local meeting overseers.

### **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 one of your local meeting overseers know, we'll make every reasonable effort to correct it.

### **1.5.2 If you want to stop us using your personal data**

You can ask us to stop processing the personal data you have given us and to delete it. However to function we do need to be able to contact our role holders, so this might also require you to lay down your role.

### **1.5.3 How to withdraw consent**

If you've given us your consent to process your personal data and change your mind let us know. You can withdraw that consent at any time – tell us using the contact address or one of your local meeting overseers.

### **1.5.4 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/>