



# Central England Quakers 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 14 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 the 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 [admin@ceaqm.org.uk](mailto:admin@ceaqm.org.uk)

## 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 and possibly safeguarding information (e.g. if you work with young people or vulnerable adults we will need to hold your DBS check). This information will be shared with Britain Yearly Meeting (BYM).

For members we will hold this information for as long as you remain a member.

For attenders we will hold it until you ask us to remove it or for up to three years after last contact.

### 1.3.2 We will process all other personal information with your consent (Consent in Data Protection terms)

We will process this information in line with your consent form and for as long as we have your consent (please see section 1.6.3 about withdrawing consent).

#### 1.3.2.1 Contact details

Postal addresses, email addresses and telephone numbers (all optional). This information will be held by the Central England Quakers administrator and your Local Meeting office holders (clerk, elders, pastoral Friends). By default, contact information will not be published or shared with anyone else.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.

We may use these contact details to include you as part of our loving, worshipping community including informing you of events; making you aware of opportunities to offer service and to encourage financial support for our work and witness.

We will ask for your explicit consent to publish your (or some of your) contact information in Area Meeting and Local Meeting directories.

### 1.3.2.2 Directories

With your consent we will add your contact details to our published Area Meeting and Local Meeting directories. We produce these directories in both electronic and paper versions and distribute them to all members and attenders. They will not be made readily available to the public, however given their wide distribution you should assume that they are in the public domain.

### 1.3.2.3 Photographs

From time to time we may take photographs of our activities to appear on CEQ web-sites, social media and documents. We will seek your consent to appear in photographs and will endeavor to give anyone who does not wish to appear the opportunity not to be in the scene.

### 1.3.2.4 Pastoral Care

As Quakers we are proud of our tradition of providing pastoral support to our members and attenders. To do so we may need to process information about your need. We will only do this with your specific consent and the information will be held by your Local Meeting Pastoral Friends. We will only process it as long as the need remains and we have your consent to do so.

## 1.4 INFORMATION WE DO NOT ROUTINELY COLLECT

Led by our testimony to equality and inspired by George Fox's call "to answer or reach that of God in everyone" we do not routinely collect or hold information on things like:

age, gender, title, date of birth (including children's), relationships.

Other than at your request and/or with your consent.

## 1.5 SHARING WITH THIRD PARTIES

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

## 1.6 YOUR RIGHTS.

You can access your personal information or contact us about it using the contact address or one of your Local Meeting Pastoral Friends.

### 1.6.1 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 Pastoral Friends or the Area Meeting administrator know, we'll make every reasonable effort to correct it.

### 1.6.2 If you want to stop us using your personal data

You can ask us to stop processing the personal data you have given with consent and to delete it. If there is a reason why we need to continue to use it we will tell you, if there isn't we'll do as you've asked.

### 1.6.3 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 Pastoral Friends.

### 1.6.4 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 feel your concern has not been resolved satisfactorily we have a complaints procedure on the CEQ website.

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