

## CENTRAL ENGLAND QUAKERS

### Guidelines for Treasurers on the implications of the General Data Protection Regulation (GDPR).

- 1 A brief summary of GDPR, and how it relates to CEQ, is given in a document issued at the GDPR workshops held in June and July 2018, called "Preparing for GDPR". A paper titled "guidance on email protocol" was published at the same time. These two documents provide useful background for Treasurers. All CEQ Data Protection documents are available via the CEQ website (look for the "Policies" section at the foot of the home page, and select "Privacy & Data Protection").
- 2 Respecting and protecting the privacy of personal information lies at the heart of GDPR. The CEQ IT & Data Protection Committee prepared "privacy statements" for various groups (eg Members & Attenders, Role Holders, Employees, Volunteers), When communicating with Friends, Treasurers need to work from contact lists provided by Data Leads , which will reflect the individual preferences of Members and Attenders with regard to the use of their contact details. When emailing multiple contacts, circulation should be by "blind copy" to avoid disclosing personal email addresses to others (NB, this does not apply to specific groups that have agreed to share email addresses).
- 3 The privacy of personal donations must be respected. Treasurers have a "legitimate interest" in holding donor information (such as postal addresses for Gift Aid claims), and bank details for beneficiaries, but this information must not be disclosed to third parties and, when held on personal computers, must be protected from "cyber attack" by effective antivirus software.
- 4 When requesting personal information (for example in connection with an appeal for donations) the letter or leaflet should contain a brief privacy statement. The Local Meeting data lead can advise on the wording, and reference can be made to the full privacy statement published on the CEQ website.
- 5 If you have any queries or difficulties please contact Sarah Barker, Principal Officer, [sarah.barker@ceaqm.org.uk](mailto:sarah.barker@ceaqm.org.uk) 07849 826417

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