

# Religious Society of Friends (Quakers)

## Data Consent Form for attenders

Contact details for attenders associated with **Hertford & Hitchin Area Meeting**.

We hope you will provide the information requested, but if there are good reasons for us not to include it in the printed list of members and attenders, or to pass it on to Friends House, please indicate below. **Please therefore make sure all boxes contain either a tick or a cross.**

Note that it is our area meeting's policy that the printed list of members and attenders shall **not** contain any details of young people under 18 who are not in membership.

Please read the information overleaf before completing this form. A **separate form** must be completed and signed by **each attender**. Different versions of this form are available for members.

		Please ✓ to consent, or × to withhold consent, for use in		
		printed list of members and attenders	Friends House database	
I am a regular attender of .....	local meeting.			
Name: (as you wish it to appear)		✓		Place a tick or cross in each box. Please do not leave any boxes blank
Address, including postcode:				
Home telephone:				
Mobile telephone:				
e-mail address:				

I consent to the use of this information as indicated above.

Signature ..... Date .....

<p><u>If a non-attending spouse or partner wishes their name to appear in the list, then they should enter their name, as they wish it to appear, below, and sign to signify consent.</u></p> <p>Print name: .....</p> <p>Signature: .....</p>		
Spouse	Partner	Civil partner
(Delete as appropriate)		

# **Data Protection and Information Security Policy**

Quakers seek to be clear and transparent in the work that we do and in our recording and use of your personal information. In order to nurture the life of our meeting we would like to collect and use personal data. Quaker meetings need to store information about their members and attenders, both electronically and on paper. We will be sensitive to the need to protect such information from unauthorised use and will comply with all legal requirements for data protection. The EU General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 (DPA) give protection to individuals in the collection, storing and processing of their personal information. Under this legislation and in accordance with Britain Yearly Meeting's Data Protection policy, we need your consent to use your personal information.

Basic factual information on members such as addresses will be kept by the area meeting on the official register of members (Qfp §11.38) which should be explained to all those applying for membership. Membership information will be shared with the Yearly Meeting contact database, though members may request, by using this Data Consent Form, that information other than their name be withheld.

Information on attenders and the non-member spouses/partners of members may be held and used only with their consent. Information on children not in membership may be held and used only with the consent of their parent or guardian (Qfp §11.39 and §4.45). Data Consent Forms enable non-members to opt for their details not to be included in published address lists or to be passed to the Yearly Meeting database or to other Quaker bodies.

Friends should be aware of the difficulty of maintaining perfect security of the lists, and therefore have the option of not publishing some or all of their personal details (Qfp §4.45). If meetings record any other information on members and attenders, whether electronically or in paper-based records, for example in connection with nominations work or with applications for membership, then the persons concerned must understand that the information is held and that they may see and approve their own record. (Qfp §4.45). The GDPR and DPA provide individuals with the right to examine data held by any organisation, and to require its correction or deletion as appropriate.

## **How your information is used with your consent**

Your details are primarily used to help members of your meeting and other constituent parts of Britain Yearly Meeting to contact one another. Information will be used for:

- Producing the area meeting's list of members and attenders;
- Supplying newsletters and other communications;
- Contacting you in connection with the meeting's legitimate activities;
- Pursuing the general activities of constituent local Quaker meetings.

Neither the area meeting nor constituent local meetings will pass your data to any third parties, under any circumstances.

The central offices of Britain Yearly Meeting will not use your details for unsolicited direct mail seeking financial contributions. Your information is confidential and will not be passed to other organisations without your consent.

If you have any queries, please contact either the Recording Clerk (Data Compliance), Friends House, 173 Euston Road, London NW1 2BJ or the area meeting's Assistant Clerk (Membership).