

West Wiltshire and East Somerset Area Meeting Local Meeting data consent form



Please use a separate form for each adult. For dependent young people, please use the separate additional form.

In order to nurture the life of our meeting we would like to collect and use some of your personal data, for which we need your explicit consent. Please read the form, complete as appropriate and return the form to the Friend indicated at the end of this form.

We follow Britain Yearly Meeting's Data Protection policy, complying with the Data Protection Act and the General Data Protection Regulation (May 2018). For more information, see our Privacy Notice (on the back of this form).

We would like to keep your contact information:	
1. For use by the appropriate officers and committee members of the meeting	yes/no
2. For inclusion in our local meeting contact list	yes/no
3. For inclusion in our area meeting contact book	yes/no
Members' names are always shared with Yearly Meeting.	
Name:	
Address:	
Email:	
Phone numbers:	
Local Meeting:	Member/Attender (please circle)
I consent to the use of this information as indicated, until such time as I submit a revised form or contact you about changes I wish to be made to this form.	
Signature _____	Date _____
We assume that the information you give on <u>this</u> form replaces any we have had from you previously. We will keep this information for as long as it remains correct, or until you ask us to forget it.	
If we need to obtain other information or use the data we already have for other purposes, we will ask your permission to do this when the time comes.	
Please return this form to: Local Meeting Clerk or Elder or Overseer	
Please contact them, or a trustee, or an Area or Local Meeting Clerk, if you wish to change any of the information or permissions you have given.	

West Wiltshire and East Somerset Area Meeting data privacy notice

The trustees of West Wiltshire and East Somerset Area Meeting (WWESAM) are responsible for ensuring that we are fully compliant with the legal framework for handling personal data, the General Data Protection Regulation (GDPR).

We collect some personal information because we need it for specific purposes related to running the Area Meeting (AM), and it is only used for those purposes.

For details of what we collect, why, and for how long we keep it, please see our reference documents *Data privacy policy (RD 6-2)* and *Data usage table (RD 6-3)*.

Who else sees the data?

We don't pass any data that might identify you personally to any third party, except for:

1. Information about employees shared with our payroll provider.
2. Instructions you have given about standing orders to be set up, which we may send to your bank.
3. Bank payment details which are stored on the websites of our banks.
4. Details of donations qualifying for Gift Aid passed to the government.

These third parties are aware of their responsibilities to use the data only for the purposes we have described.

How long is data kept?

We keep your data only as long as it is needed for processing, except where it forms part of the Quaker historical archive. Our retention and archiving policy is defined in the reference documents *Records and record-keeping (RD 6-1)* and *Data usage table (RD 6-3)*.

How secure is the data?

We ask members not to share membership details outside the AM. Friends working with employee information or details of donations are instructed to ensure that they take appropriate steps to stop access to that data by others.

What are my rights?

1. You can ask us to confirm that we are using your data.
2. You can ask to see the data we have about you, and have a copy for your own use.
3. You can ask us to correct or complete the data we hold about you.
4. You can ask us to erase data we hold about you (in some cases, this right does not apply).
5. You can object to us using your data.