

## Introduction

We act as data controller when we collect personal data from our members, volunteers, staff and other stakeholders.

We collect this data in the legitimate interests of supporting our work, and for some types of data collection for the performance of a contract. We will also ask for consent for data processing where appropriate. When we ask for personal data we will inform you of how we intend to manage it and what measures we will take to ensure its security.

## What we do and your rights

### How we collect data

West Wiltshire and East Somerset Area Meeting (WWESAM) collects personal data through:

1. 'List of members' forms
2. 'Giving' forms (to record donations), and correspondence related to donations.
3. Job application forms, and correspondence related to employment.
4. Rental agreements, and correspondence related to tenancies.

We will ensure that all personal information supplied is held in accordance with EU General Data Protection Regulation (GDPR) and UK Data Protection legislation.

### Why we collect data

We collect this data to carry out administration in support of, or to do work on behalf of, Quakers in West Wiltshire and East Somerset.

More detail of what we collect and how we use it is contained in the reference document *Data usage table (RD 6-3)*.

### Processing and consent

When we ask for personal data we will outline how we will use and manage it and, where appropriate, ask for your consent to do so.

We will not use this personal data for other purposes without asking your permission. We will not keep this information for longer than necessary. We will not use third

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parties to process your data without taking reasonable steps to ensure they comply with UK Data Protection legislation and EU General Data Protection Regulation.

We will never sell your data to third parties.

### **Data location and security**

Personal data is collected and stored securely subject to appropriate security measures and is protected against misuse.

Your personal data is held in electronic and paper form as appropriate. Electronic data is held on computers operated by those administering WWESAM and in some circumstances, on computers owned by third party contractors. We ensure that any third party contractors we use comply with the UK Data Protection legislation and EU General Data Protection Regulation. Data in paper form is held securely and destroyed securely.

### **Computer and Web considerations**

Computer-related data privacy considerations are covered in reference document *IT Data Privacy Policy (RD 6-2-1)*.

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