



# Woking Quaker Meeting

## Privacy Statement

Last updated: May 2018

The privacy and security of your personal information is extremely important to us. This privacy statement explains how and why we use your personal data, to make sure you stay informed and can be confident about giving us your information.

We'll never sell your personal data, and we will only share it with other organisations when you have given us explicit consent for a specific purpose.

### Who are 'we'?

We are Woking Meeting of the Religious Society of Friends (Quakers).

### What personal data do we collect?

Your personal data is any information which identifies you, or which can be identified as relating to you personally, for example, name, address, phone number, email address.

We collect personal data that you consent to provide to us, or that you have consented to share with Surrey and Hampshire Border Area Meeting of which we form a part. We will only collect the personal data that we need, in connection with activities to keep you informed of our news and to invite and process donations.

You can give us your personal data by telling us verbally, by providing your details when you make an entry in the visitors' book or give us a donation, or by corresponding with us (by phone, email or post). The information you provide us may include:

- Personal details (name, email address, postal address, telephone, and so on)
- Financial information (details collected when donations are gift-aided)

### How we use your personal data

We'll only use your personal data in ways consistent with lawful grounds as permitted by the EU General Data Protection Regulation.

Where we have your permission, we will send you emails to keep you updated with our news.

We may also write to you or email you to invite financial contributions towards Woking Meeting, our Area Meeting and/or Britain Yearly Meeting.

If you make a donation, we'll use any personal information you give us to record the nature and amount of your gift, claim gift aid where you've told us you're eligible, and thank you for your gift. In claiming gift aid we will share your personal details as required with HMRC. If you interact or have a conversation with us, we'll note anything relevant and store this securely.

### What we do to keep your data secure

We will always strive to keep your information secure to maintain your confidentiality. We only share your data where necessary with those Friends who are responsible for running the Meeting's activities, and who undertake to keep the data secure.

## Who has access to your data

We may share your contact details with Britain Yearly Meeting of the Religious Society of Friends, for the purpose of allowing them to contact you to mail Annual Accounts and requests for financial contributions.

It is our policy never to pass on your personal details to other organisations for their use, except when we have your express permission or when the law requires it.

## Keeping your information

We will only use and store your information for as long as it is required for the purposes it was collected for. How long it will be stored for depends on the information in question, what it is being used for and, sometimes, statutory legal requirements.

## Your data protection rights

Where we are using your personal data on the basis of your consent, you have the right to withdraw that consent at any time. You also have the right to ask us to stop contacting you in particular ways.

You have the right to request a copy of the information that we hold on you, in an understandable format together with an explanation of why we hold and use it. Depending on how you contact us, we may first need you to provide information that will help us confirm your identity.

## What to do if you're not happy

In the first instance, please contact us directly by email or post at one of the addresses listed below, so that we can resolve any problem or query. You also have the right to contact the Information Commissions Office (ICO) ([www.ico.org.uk](http://www.ico.org.uk)) if you have any questions about Data Protection.

## Updating your data and preferences

We want you to remain in control of your personal data. If, at any time, you want to update or amend your personal data or contact preferences, or to withdraw your consent to hold your data, please contact us in one of the following ways:

- You can reply to any “weekly notices” emails we send you, to tell us you want to “unsubscribe” from them. We will then remove you from our email circulation list. If you wish to withdraw entirely your consent for us to hold your data, please tell us so in your message.
- You may also contact us by email at: [woking@quaker.org.uk](mailto:woking@quaker.org.uk)
- You may also write to us at:

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