



### **3. What we do with the information**

- We do not share data without consent, and we will never sell personal data.
- We mainly use personal email for Quaker Meeting business.

### **4. How we store your information**

- We store personal data on PCs, laptops and mobile devices of our volunteer role holders.
- We safeguarding information in a 'filing cabinet' on a secure electronic platform Office 365 which is shared with us by Central England Quaker Area Meeting (to meet legal obligations).
- We ensure we give guidance on digital security. All devices should be password protected and have suitable antivirus software.
- We store some data in paper form. Sensitive data is stored in locked cabinets where possible.
- We have selected some meeting records for permanent archiving, and these are regularly transferred to Staffordshire County Council archives.
- All other data is destroyed securely when no longer required.

### **5. Your data protection rights**

If you wish to exercise any of your rights under GDPR, please contact the Clerk to Trustees.

### **6. How to complain**

If you wish to complain, please contact the Clerk to Trustees in the first instance. If your complaint is not dealt with satisfactorily, you have the right to contact the ICO: <https://ico.org.uk/>

Ratified by the Clerk of Staffordshire Area Meeting:

Name: *C. H. Taylor*

Date: *9.7.22*