

Appendix 1 – Privacy Policy

Young Friends General Meeting (YFGM) is committed to complying with privacy and data protection laws. Our full Data Protection Policy can be read at [\[link\]](#).

1. What information do we collect?

1.1 Young Friends General Meeting may collect, use, and store the following personal data:

- (a) information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths);
- (b) information that you provide to us for the purpose of registering for YFGM events, including but not limited to your name, telephone number, email address, and postal address;
- (c) information that you provide to us for the purpose of receiving communications from us, including your name, email address, postal address;
- (d) information that you provide to us for the purpose of the administration of YFGM, (including but not limited to you making donations; submitting expense claims; submitting bursary applications; and submitting accessibility fund applications), including but not limited to your name, telephone number, email address, and postal address;
- (e) any other personal data you choose to share with us.

1.2 Additionally, Young Friends General Meeting may collect, use, and store the following sensitive personal data:

- (a) information relating to your religious beliefs, including but not limited to your association with Quaker meetings;
- (b) information that you provide to us for the purposes outlined in 1.1.b and 1.1.d, including but not limited to information about your physical or mental health or conditions;
- (c) and any other sensitive personal data you choose to share with us.

1.3 Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy. You should not share sensitive personal information relating to another person.

2. What will we do with your information?

- 2.1 Your information will be held by Young Friends General Meeting, which is based at Friends House, 173 Euston Road, London NW1 2BJ and can be contacted at yfgm@quaker.org.uk or 020 7663 1050.
- 2.2 We will use your information only for the purposes which you have agreed to when providing it, which may include:
 - (a) running YFGM events;
 - (b) communicating with you about our work and activities;
 - (c) processing donations;
 - (d) processing expense claims;
 - (e) processing accessibility or bursary applications;
 - (f) running our Quaker nominations process;
 - (g) and any other purpose for which you have given consent.
- 2.3 In most cases, your personal data will be collected and used only on the basis that you have consented to the processing, with the following exceptions:
 - (a) the processing is necessary to protect your vital interests;
 - (b) the processing is necessary for compliance with any legal obligation to which Young Friends General Meeting is subject; or
 - (c) the processing is in accordance with the legitimate interests of Young Friends General Meeting, as set out in legislation.
- 2.4 In most cases, your sensitive personal data will be collected and used only on the basis that you have explicitly consented to the processing, with the following exceptions:
 - (a) the processing is necessary to protect your vital interests;
 - (b) the processing is carried out in the course of YFGM's legitimate activities, as a body which is not established or conducted for profit and exists for religious purposes;
- 2.5 Young Friends General Meeting of the Religious Society of Friends is the data controller of all personal data that we manage in connection with our work and activities.
- 2.6 You are not obliged to share your personal data with YFGM. However, failure to do so may prevent YFGM from processing your data in accordance with your wishes. Examples of this may include but are not limited to:
 - (a) incomplete expenses claims, bursary applications, or accessibility fund applications may not be processed
 - (b) if you do not provide the information required as part of the registration process for a YFGM event, your registration may not be completed and you may be prevented from attending (see YFGM Constitution 7.4.1)

- 2.7 The period of time for which your personal data will be stored will be determined by the following criteria:
- (a) for a period of three years from the last point at which there is an ongoing relationship between you and YFGM, including but not limited to;
 - (i) holding an appointed role within YFGM;
 - (ii) attending a YFGM event;
 - (iii) making a donation to YFGM;
 - (iv) opting in to receiving communications from YFGM;
 - (b) in the case of financial records, for such a period as defined in the relevant policies;
 - (c) always provided that YFGM shall cease to store your personal data if there is no lawful basis for processing it.

3. Who will have access to your information?

- 3.1 Young Friends General Meeting of the Religious Society of Friends is the data controller of all personal data that we manage in connection with our work and activities.
- 3.2 Your data may be shared with data processors, who handle data on behalf of Young Friends General Meeting but do not decide the purposes and means for which any personal data is processed. In particular, Britain Yearly Meeting of the Religious Society of Friends (BYM) acts as a data processor.
- 3.3 Your personal data, including where applicable your sensitive data, will be accessible to individuals within YFGM who hold relevant roles, where it is necessary for them to have access to your information to fulfil the relevant purposes. This includes:
- (a) the YFGM Coordinator, who is employed by BYM;
 - (b) the trustees of YFGM;
 - (c) volunteers with roles within YFGM, including:
 - (i) the catering coordinator and volunteer caterers;
 - (ii) members of the overseers committee;
 - (iii) in the case of financial information, the YFGM General Fund Treasurer or other members of Finance Committee.
- 3.4 Anyone within YFGM who has access to personal data will be required to be familiar with and uphold YFGM's Data Protection Policy and Privacy Policy.
- 3.5 YFGM may share your personal data with specific partner organisations to facilitate our charitable purposes or where otherwise necessary. This will only be done on the basis of your explicit consent.
- 3.6 YFGM may disclose your personal information:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any ongoing or prospective legal proceedings;
- (c) in order to establish, exercise, or defend our legal rights.

3.7 Your data will be stored within the EEA or in countries with an adequate data protection regime, including Guernsey.

4. What do I need to do?

- 4.1 Young Friends General Meeting will take steps to ensure that all personal data we hold is accurate and up-to-date. To help with this, please let us know if your personal data changes, for example if you move house or change your email address.
- 4.2 You have the right to withdraw consent for YFGM to hold or process your data. You can withdraw your consent by contacting the YFGM Coordinator.
- 4.3 You have a range of rights with regard to your personal data. A partial list is included in Section 9.2 of our Data Protection Policy. If you have any queries about these rights, please contact the YFGM Coordinator. These rights include but are not limited to the rights:
 - (a) to request a copy of any personal data that we hold about you;
 - (b) to have all personal data erased, unless certain limited conditions apply;
 - (c) to have inaccurate data amended or destroyed.

5. Security and updates

- 5.1 We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.
- 5.2 This policy and our Data Protection Policy will be reviewed annually by our board of trustees. We may update this policy from time to time by publishing a new version on our website.