

# Young Friends General Meeting Brighton 23rd-25th February 2018 Minutes

## Those Present:

Qasid Ahmad, Matt Alton, Mathilda Austin, Hiran Babakhani, Lucas Bain-Lefevre, Rowena Bashforth, Thomas Bell, Lynda Berry, Faith Biddle, Freya Blyth, Rachael Booth, Rosie Brennan, Liam Brighton, Eleni Burgess, Devi Cardero, Miriam Chapman, Hannah Cook, Tas Cooper, Victoria Cowell, Simon Crane, Billie-Jo Dearden, Teala Dearden, Peter Doubtfire, Michelle Dumont, Tom Eddington, Kim Edwards, Naomi Fairweather, Alex Foxe, Toby Freeman, Claudia Fry, Claire Fuller, Eleanor Fuller, Joseph Fuller, Tatiana Garavito, Becky Garnault, Sam Gledhill, Cait Gould, Ruth Grahame, Laurence Hall, Miriam Harrold, Jennifer Herbert, Jaz Higgs, Joe Holthaway, Samantha Jeffrey, Hannah Larn, Sasha Lawson-Frost, Johanna Longmore, Gabriel Martel, María Martínez García-Armero, Jenny McCarthy, Laura McQuillan, Jules Octave, Lilly Richards, Grace Roberts, Tim Rouse, Matthew Sandford, Enrique Santos Trillo, Anne Seilly, Elly Setterfield, Keiran Shine, Vicky Daborn Tedder, Kellie Turner, Amanda Veale, Jacob Webb, Zoe Wide, Lindsay Burtonshaw, Tom Meadley, Davy Richardson, Nicholas Watts

**Total: 69**

Co-Clerks	Michelle Dumont & Jenny McCarthy
Trustees	Michelle Dumont, Tom Eddington, Cait Gould, Jenny McCarthy, Tim Rouse, Kellie Turner
Coordinator	Gabriel Martel

## 2018.01 Representative's Reports

We have heard and received the following reports:

Engaging Young Adult Quakers Project	Kellie Turner
Planning Weekend Newcomer	Victoria Cowell
BYM Sustainability Group	Claudia Fry
Pollard & Dickson Trust	A written report received from Elinor Smallman, was read to the meeting and is attached to these minutes.

We thank representatives for their work on behalf of YFGM.

## 2018.02 Yearly Meeting

We have heard a notice from Clerks inviting Friends to attend Britain Yearly Meeting 2018 which will take place from 4<sup>th</sup>-7<sup>th</sup> May at Friend's House in London. Friends can register to attend online.

## 2018.03 YFGM Internship – extension to 12 months

The Management Officer has explained to us that a biennial review of the Memorandum of Understanding with Britain Yearly Meeting, which underpins the YFGM Internship scheme, has been undertaken.

The proposal has been brought forward that we should extend the YFGM Internship so that it is a 12-month position rather than a 10-month position. This would reflect feedback from past interns. We hope that this will better serve the Young Adult Friends community and improve the experience of future interns, and note that the proposal has been welcomed by Britain Yearly Meeting. We hope that if the internship is extended this will improve opportunity for outreach and that there will be good communication established between YFGM and the Co-ordinator about what they are doing. These changes will mean an increase in the cost of the internship to YFGM of approximately 20%, which would be an additional cost of £4,386 for the 2018-19 internship. This is a recurring cost and although we can apply to BYM for an increase to our core grant to partly cover this increase, we will also need to raise some of this from within the community. We ask Finance Committee and Trustees to consider how best to support the Fundraiser with this additional responsibility.

We agree to extend the internship so that it is a 12-month position, and ask the YFGM Management Officer to agree a revised version of the Memorandum of Understanding, reflecting this change alongside other minor adjustments, which include the interns training (previously YALP), and increased clarity around the BYM grant.

We thank the Management Trustee for their work on this.

#### 2018.04 Provisional safeguarding policy and legal advice

We agree to adopt the draft Safeguarding and Allegations Policy as an interim measure subject to further comments from members of the community to Trustees in person or via email to the Convenor of Trustees ([yfgmconvenoroftrustees@gmail.com](mailto:yfgmconvenoroftrustees@gmail.com)) or Clerks ([yfgmclerk@gmail.com](mailto:yfgmclerk@gmail.com)) email addresses. We also agree to Trustees seeking legal advice at a cost of around £600-2400 to ensure the policy fulfils our obligations.

Further training for key role holders will be sought to support implementation with training proportionate to their responsibilities under this policy.

#### 2018.05 Safeguarding incident

We have heard from the Convenor of Trustees that a safeguarding issue arose in 2017. This was managed by Trustees and has been reported to the Charity Commission.

#### 2018.06 Data Protection Policy

YFGM has approved the new Data Protection Policy brought forward by the Management Trustee. We note that relevant officers and volunteers need to familiarise themselves with the policy and what it means for their roles and that the Management Trustee and Co-ordinator will receive training. A revised version, compliant with the GDPR has been prepared and will come into effect along with the GDPR on 25th May 2018.

We thank the Management Trustee for their work on this policy.

A copy of the policy is attached to the minutes.

#### 2018.07 Restricted Funds

Based on the investigations of our Finance Trustee, and former Treasurers, [records attached], we understand that of the £6180 in our restricted funds, £5656 is for Firefly International, (an appeal we fundraised for between 2010 and 2012), and £524 is for use as accessibility funds. We agree to distribute the sum of £5656 from the restricted funds to Firefly International who we believe are the intended recipients, and utilise the grant money for accessibility bursary requests. We ask that our Treasurer makes this payment to Firefly International's account and notify the former appeal coordinator Majk Stokes that this has happened. We ask that our Treasurer makes use of the accessibility grant money when requests are made, and keep a record as the money is spent to update our restricted funds reporting.

The meeting asks the Finance Committee to ensure that accounts are kept clearly and funds are distributed promptly in future.

We thank our Finance Committee for their investigation into this.

## 2018.08 Nominations Returns

<b>Role</b>	<b>Released</b>	<b>Appointed</b>	<b>Until</b>
Events Co-ordinator	n/a carried over	carried over (see below)	Feb 2020
Mental wellbeing working group	n/a carried over	Zoe Wide	Feb 2020
Outreach	Abi Rowse (from co-option)	Amanda Veale	Feb 2021
Planning Weekend Newcomer	Ali Hussein	Jules Irengé	May 2018
	Vickey Cowell	Laura McQuillan	May 2018
	Alice Harrold	Grace Roberts	May 2018
Living Witness Rep	Lynda Berry	Laura McQuillan	Feb 2020
Meeting for Sufferings Rep	Rici Marshall Cross	Eleanor Fuller	Feb 2021
Northern Friends Peace Board Rep	Laurence Hall	Hannah Larn	Feb 2021
The Young Quaker Editors	Rosie Clarke	Chloe Scaling	Feb 2021
	Michelle Dumont	Sasha Lawson-Frost	Feb 2021
General Fund Treasurer	Tas Cooper	None (Handover)	N/A

We thank Nominations Committee for their work in bringing names forward. We thank Friends who have been released for their service.

We also note the following minute from Nominations Committee:

Nominations have been discerning the role of Events Co-ordinator and concerns over the responsibilities have arisen. We ask for clarification from Trustees on what Young Friends require from this position

## 2018.09 Change of Signatories

Further to minute 2018.OX, Nominations Returns, we appoint:

Lucas Bain-Lefevre (General Fund Treasurer), Michelle Dumont (Co-Clerk) and Jenny McCarthy (Co-Clerk) as signatories to the general fund current account and general fund deposit account.

## 2018.10 Co-options to committees

Jacob Webb was co-opted to Nominations Committee. We thank Jacob for his service this weekend.

## 2018.11 Convenor of Overseers

We note that in September 2017, the Overseers Committee appointed Rachael Booth as the Convenor of Overseers.

## 2018.12 Catering

We thank Victoria Cowell and Zoe Wide for catering this weekend.

## 2018.13 Special Interest Groups

The following Special Interest Groups were held this weekend:

<b>Special Interest Group</b>	<b>Led by</b>
Engaging Young Adult Quakers Project and Yearly Meeting 2018	Kellie Turner, Michelle Dumont and Jenny McCarthy
The experience of being a refugee	Hirad Babakhani
Quaker Prison Chaplaincy	Frances Hewett What
Partner Dance and Mental Health Workshop	Grace Hawley
Sanctuary Everywhere	Tatiana Garavito
Cooking	Freya Blyth

We thank Friends who have led sessions for their contribution.

## 2018.14 Clerk's Offering

Despite it being February, Friends have enjoyed the sunshine and Brighton beach - though we have not all been for a swim!

We've made some significant business decisions about our policies and internship and learnt more about the business process. We have also heard moving stories from refugees and learnt about what support we can offer. We have found out more about Quaker Prison CHaplaincy.

We have explored both dancing and walking as spiritual practices, and have discussed what meeting for worship means for us.

Once again we were pleased to welcome newcomers into our growing community and look forward to meeting again in Manchester in May.

## Attachment 1: Pollard and Dickson Trust Report

### Pollard & Dickson Trust Report

I'm really sorry not to be with you for YFGM, I hope you all have a fantastic time in Brighton!

For those who may not have heard of the Pollard & Dickson Trust before, here's a brief summary...

Legacies left by two Quakers in the 1690s are still going strong and the Pollard & Dickson Trust, made up of around a dozen distributors, is responsible for distributing grants in line with their wishes. The Trust can provide grants of up to £1000 (increased from £750 in 2017) to members and attenders of the Religious Society of Friends for the following reasons:

- **Hardship:** Where Friends are unable to meet their daily living expenses; or
- **Travelling in the ministry:** Meaning travel that benefits the wider Society (excluding attendance at Yearly Meeting). For example, this could help with the cost of attending the Young Adult Leadership Programme, but not a personal reflection course at Woodbrooke.

If you would like to apply all you need to do is:

- Send a letter to [pdtrust.yfgm@gmail.com](mailto:pdtrust.yfgm@gmail.com) explaining: the reason for the grant, how much you are applying for, how the money would be used and confirming that you haven't had a grant from the Trust in the current calendar year.
- Ask a member of YFGM's Quinty team or an overseer from your Local Meeting for a letter of support to confirm your link with the Quaker community and that your application represents a genuine need.

In 2017 I distributed 95% of the fund I'm responsible for and referred on a number of applications to other distributors who had more left at the end of the year. Soon our top-up for 2018 will be coming through so if you or anyone you know would benefit from a grant, please get in touch.

The Pollard & Dickson Trust also isn't the only way of accessing help:

- William Gunn's Charity (<http://bit.ly/2Dji22n>) makes grants to members in financial need.
- Hope Grants (<http://bit.ly/2rMKlvq>) makes grants to Friends affected by unemployment

There are other grant-making Quaker bodies out there too. Britain Yearly Meeting's website lists some others (<https://www.quaker.org.uk/our-work/grant-making>) but can also provide a directory of grant-making trusts on request.

- Elinor Smallman

## Religious Society of Friends (Quakers)

### Young Friends General Meeting

### Safeguarding and Allegations Policy

Safeguarding is protecting people at risk from harm or abuse.

#### 1. Details

Name:	Young Friends General Meeting
Charity number:	1064763
Regulator:	Charity Commission
Insurance company:	Methodist Insurance
Address:	YFGM Office Friends House 173-177 Euston Road London NW1 2BJ
Tel No:	+44 (0)20 7663 1050
Email address:	yfgmconvenoroftrustees@gmail.com
Denomination:	Religious Society of Friends (Quakers)

This policy covers all parts of the charity covered by the Young Friends General Meeting constitution, including the general meeting itself, YFGM events, the activity of YFGM role holders, and employees.

## 2. SAFEGUARDING AND CARE IN YFGM

1. Young Friends General Meeting (YFGM) is a community of Young Adults aged 18-30ish. At present YFGM does not have a creche or any members under the age of 18. It is recognised that should this change, this policy will need to be revised to include policies in relation to the safeguarding of children. It is currently intended to cover only adults.
2. YFGM is a peer-led organisation. As a community of Young Adults we are equals and all have a role in caring for each other. All of us need care and support at some point in our lives. It is important that we support each other through these times and ensure that, as a community, we protect each other from risk of harm or abuse.
3. The following roles are of relevance to the policy:
  - a. The Safeguarding Lead and Deputy Safeguarding Lead (who are the Overseer Trustee and Convenor of Trustees respectively) are responsible for:
    - i. oversight of this policy
    - ii. providing an initial point of contact for YFGM members
    - iii. sensitive communication with key parties raising concerns, which may, due to the nature of the concerns, require in person or phone conversations in addition to written correspondence.
    - iv. clarifying and recording any concerns
    - v. liaising with Trustees on points of policy or where investigations are taken forward regarding allegations against role-holders
  - b. The Trustees (see Appendix C) are legally responsible for YFGM and share a wider responsibility for ensuring this policy is applied appropriately.
  - c. “Role holders” are people who have been nominated to a YFGM role and appointed to that role in a Meeting for Worship for Business. Role holders have a responsibility not to act abusively and to respond to wellbeing concerns for members of the community and uphold this safeguarding policy.
  - d. Members of YFGM are any young adults who attend, or have recently attended, a YFGM event.

## 3. STATEMENT OF INTENT

1. Young Friends General Meeting (and legally, the Trustees thereof) consider the welfare of our membership paramount and are committed to:
  - a. Stopping abuse from occurring wherever possible and if possible seek to address its causes.

- b. Valuing, listening to and respecting the independence and control over their own lives of all of our young adult members and seeking to promote their well-being, welfare and protection in a way which empowers them.
  - c. Helping prevent harm and reduce the risk of physical, sexual, emotional, psychological, financial, discriminatory, organisational or domestic abuse; neglect; or subjection to modern slavery practices of any of our members and to report (and where appropriate respond to) any such abuse that is discovered or suspected (see Appendix B for a definition of abuse).
  - d. Providing appropriate guidance and training for all those who hold roles with a pastoral care element (listed in Appendix A). Raise awareness and understanding of the different types of abuse and how to respond to them.
  - e. Adopting a procedure for dealing with concerns about possible abuse.
  - f. Supporting those affected by abuse.
  - g. Maintaining good links with other organisations relevant to fulfilling the above commitments.
2. For avoidance of doubt, definitions of different types of abuse are included in Appendix B.
3. This policy is intended to support the safety and wellbeing of YFGM members and every effort should be made to ensure that members feel safe and supported should the policy be put into action. In particular it is intended that the values outlined in the Care Act 2014, should be upheld namely<sup>1</sup>:
  - a. *Empowerment* - people being supported and encouraged to make their own decisions and the use of informed consent.
  - b. *Prevention* - it is better to take action before harm occurs
  - c. *Proportionality* - the least intrusive response appropriate to the risk presented.
  - d. *Protection* - support and representation for those in greatest need
  - e. *Partnership* - services and communities should work together to detect, report and respond to abuse and neglect.
  - f. *Accountability* - the process should be transparent and those acting within it should be accountable.
4. YFGM, and the trustees thereof, fully intend to comply with the organisations legal obligations towards its members, the Charity Commission and wider agencies.

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<sup>1</sup> Adjusted from the presentation of principles used by the Ann Craft Trust. Available at: <https://www.anncrafttrust.org/resources/six-principles-adult-safeguarding/> [accessed 13th February 2018].

4. WHAT TO DO IF YOU BECOME AWARE OF POTENTIAL ABUSE OR CONCERN FOR THE WELLBEING OF A YFGM MEMBER
  1. YFGM is a community of adults who, for the most part, most of the time, are independent adults who have the capacity to make decisions about their own lives and wellbeing.
  2. It is not unusual for close friendships and romantic relationships to emerge within YFGM and YFGM members may disclose to each other difficult experiences that they encounter in their lives. As a community of Friends we may support each other with such disclosures and may wish to exercise confidentiality appropriate to friendships/relationships.
  3. However, under certain circumstances, if a YFGM member becomes aware of a situation of abuse, an allegation of abuse, a suspicion, an observation, a concern, or an admission of abuse, then they should disclose this to the nominated YFGM Safeguarding Lead. Particularly in the following circumstances:
    - a. If you have a general concern about a YFGM member's wellbeing and you would like the support of YFGM through the Safeguarding Lead.
    - b. Where you are concerned that a YFGM member who might be considered an "adult at risk" at that time is experiencing abuse.
      - i. A person who is an "adult at risk" is usually understood to be someone with care and support needs who is at risk of abuse, or who is being abused, and, who is, by virtue of those needs, unable, or not in a position, to defend themselves against such abuse, should they wish to.
      - ii. Examples of an "adult at risk", to whom this policy is particularly important, may include a person who has a physical or sensory impairment, a learning disability, a mental health condition, a person who misuse drugs or alcohol, someone who has a cognitive impairment or a person who, for any reason, lacks capacity to make decisions; and where this impairment affects their ability to defend themselves from abuse.
    - c. In cases where there is a concern about abusive or detrimental behaviour occurring between two or more YFGM members which could pose a safety or wellbeing risk within a YFGM context, forums or events.
    - d. In cases where a person holding a YFGM role has experienced abusive behaviour in the course of performing their YFGM role.

- e. In cases where there is a concern that a person in a YFGM role or in the employment of YFGM is behaving in an abusive way towards others, (whether or not at YFGM events).
4. In these circumstances, on becoming aware of abuse, an allegation of abuse, a suspicion, an observation, a concern or an admission of abuse, a member of YFGM, role-holder, or employee should:
  - a. If there is immediate need to respond to an incident and medical assistance or police response to an incident is required to ensure safety or preservation of evidence for a criminal investigation this should be sought immediately, calling 999 if necessary.
  - b. In the first instance listen to the what the individual is saying, do not probe or try to investigate yourself, assure them that you take their concerns seriously.
    - i. Where possible encourage the person to contact the YFGM Safeguarding Lead directly, or offer to accompany them in doing so.
    - ii. If something has been disclosed to you you feel you need to tell the YFGM Safeguarding Lead against the wishes (for reasons outlined in point 6 below), explain to the individual, wherever possible, that this is what you intend to do and why, and make them aware of this policy.
  - c. Concerns must then be reported to the Safeguarding Lead - who is the Overseer Trustee, or if the Overseer Trustee is implicated, or unavailable, the Deputy Safeguarding Lead who is Convenor of Trustees, or if neither are suitable or available, another Trustee. They will appropriately record the concern and determine the next steps in accordance with this policy (a draft form of record is included in Appendix D).
  - d. Concerns raised should be kept confidential and should not be discussed with anyone other than those named in Appendix C and such statutory and law enforcement officials as may be required, where applicable. A complete record of the concerns should be made. The record should be kept in a secure place.
5. The Safeguarding Lead / Deputy Safeguarding Lead should collate and clarify the precise details of the allegation, concern or suspicion.
6. If the concern is raised by a third party (i.e. other than a person who is concerned about their own wellbeing), as YFGM members are adults, unless a police or statutory agency investigation is underway, the Safeguarding Lead should, in the first instance, make contact with the member who may have suffered or be at risk of abuse and discuss with this person:
  - i. what has happened

- ii. whether they feel they are at risk, if any support can be offered and what they might like to do about this risk in the immediate term
- iii. what longer term outcomes they might want to see.

The individual who has been abused or is at risk of abuse will have a discussion with the Safeguarding Lead, and they will express their desire on whether or not the matter should be formally raised as a safeguarding issue. The Safeguarding Lead will respect the self-determination of members in managing their personal affairs and comply with their wishes apart from in exceptional circumstances, such as:

- if the person is not thought to have mental capacity/capacity to make sound decisions for themselves (if in doubt as to this and any risk is not increased unacceptably by a delay in acting professional advice should be sought on this)
- if the person is subject to coercion or undue influence to the point of not being able to give consent
- it is in the person's vital interests (they are at risk of serious harm if no action is taken)
- if the abuse was committed by a role-holder or employee of YFGM and there is a concern that there could be a risk to other members of the community, or the wider community from them remaining in their role (so disclosure is in the public interest)

7. If a safeguarding concern is not taken forward, the matter will be recorded confidentially by the Safeguarding Lead and no further action will be taken.
8. If a safeguarding concern is taken forward then it will be taken forward as outlined in sections 5-10 below.
9. The Safeguarding Lead will agree with the person in question whether any measures need to be put in place to manage the risk and safety of the individual. These measures would then need to be agreed, minuted and implemented by the Trustees.
  - a. Even if an individual does not wish a safeguarding concern to be formally taken forward, reported or investigated, it may be possible to make some adjustments to support someone to feel safe whilst participating in YFGM.
  - b. However, if these adjustments affect the participation of another YFGM member (for example a person whom an allegation has been made against) some further investigation will be required by the Trustees to ensure that the situation is fair to all parties. The Trustees will, at all times, liaise with the adult who is at risk.

## 5. REPORTING OF THE INCIDENT

1. If the matter is relating to the care of an "adult at risk" (due to their care and support needs) the Safeguarding Lead may, with the individual's permission, pass this information on to an appropriate Social Work Department (which would usually be the Department attached to the Local Authority from which that person primarily receives care and support) or to the police who may then investigate the

matter under appropriate legislation and regulations. If the matter is a criminal offence, the individual should be encouraged to report it to the police themselves. The same considerations with regards confidentiality should apply as in section 4 paragraph 6 above.

2. If the matter relates to the abusive behaviour of a YFGM role holder then Trustees may be obliged to report the concern to the police. If this happens in the case of a competent adult, it would usually be up to the individual who has suffered or is at risk of abuse as to whether the police investigation is taken forward.
  3. Since there may be implications for YFGM as a charity, if the incident in question occurred at a YFGM event, involved a YFGM role holder or is otherwise linked to the work of YFGM as a charitable body, Trustees may need to confidentially report the incident to the Charity Commission as a serious incident [and possibly insurers - seeking clarity on this].
  4. The Trustees will support the Safeguarding Lead / Deputy Safeguarding Lead in their roles, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
  5. Although it is hoped that YFGM members will follow this policy and use the Procedures and Guidelines it is, of course, the right of any individual to make a direct referral to statutory safeguarding agencies or to seek advice from external agencies such as Britain Yearly Meeting's Safeguarding Officer or the Churches' Child Protection Advisory Service (CCPAS).
  6. An individual who feels that the Safeguarding Officer or the Deputy Safeguarding Officer has not responded appropriately, or who has a disagreement with the Safeguarding Officer or the Deputy Safeguarding Officer, is free to refer to another Trustee or to appeal directly to an external agency.
6. WHERE THE CONCERN OF ABUSE OF A YFGM MEMBER OCCURS OUTSIDE OF YFGM
1. If there are concerns about the wellbeing of a YFGM member with regards to activity outside YFGM, and if the allegation is against a person who is not a YFGM member then the Safeguarding Lead will, liaising with the YFGM member, work with appropriate and necessary other organisations, law enforcement and/or statutory bodies to raise a concern. As above in section 4.6, the YFGM Safeguarding Lead should respect the decisions and autonomy of the individual in how they want to work towards ensuring their own safety and wellbeing.
7. ALLEGATIONS INVOLVING YFGM MEMBERS

1. If an allegation is against a YFGM member or role holder they should usually be informed about the nature of the allegation made against them as soon as possible after the allegation has been understood, recorded and recognised as a safeguarding issue. The exceptional circumstances when this may not happen might include:
  - a. if the police or a statutory agency advise against it for the purpose of an investigation which is underway
  - b. if the person who is the subject of risk or abuse refuses permission for the sharing of this information, (where there are no other individuals at risk), or, where they don't have mental capacity, it is determined that it is not in their interests to disclose.

In situation b. an outline of the allegations should be shared if at all possible. If it is not possible to outline the specifics of an allegation, it may be possible to inform the individual that a safeguarding allegation has been made against them in more general terms.

2. The key contact for the person against whom an allegation has been made should be the Deputy Safeguarding Officer or another Trustee as allocated by the Trustees, if required.
3. The Trustees, on the advice of the Safeguarding Lead may as temporary measures, while waiting for further information, put in place risk management measures at a YFGM event (as in section 12), suspend a person's YFGM role, or, in exceptional circumstances, temporarily prevent a person from attending a YFGM event pending further information or investigation. Measures should be proportionate to risk.
4. If the police or another statutory agency were undertaking an investigation the Trustees may wait to make a decision on long-term measures to manage risk and protect the wellbeing of all involved, and to determine the suitability of an individual for any role that they hold until the findings of this investigation are released.
5. If the matter, for whatever reason, is not being investigated by the police or a statutory agency then YFGM Trustees may make enquiries and record statements from relevant parties including the individual against whom the allegation was made.
6. Once any investigation has concluded, on available evidence (from their own enquiries or from the results of a police or agency's investigations), to the best of their ability, the Trustees will seek to determine whether they have reason to believe that a person has acted in an abusive way, whether it is thought likely this will reoccur, and what risk this might pose to the community and how this relates to any roles that the individual holds within YFGM.
7. It is unlikely that the raising of an allegation would lead to the permanent exclusion of an individual from the YFGM community - YFGM intends to be inclusive to all young adults. The Trustees may, however, if they believe they have reason to, ask for someone to be released from a role which includes pastoral care (see Appendix A), modify a role or agree a plan to manage risks around a person's involvement as in section 12.

8. Any decisions made can be appealed as in section 1k) of the YFGM Finance Policy. Appeals will be heard “by Quintessential, or such other individuals acceptable to the Officers and the individual concerned.”
9. Throughout this process the adult at risk and where relevant, the person against whom the allegation has been made should be notified of progress at least fortnightly. If a third party raised the concern, they will be advised that Trustees will act in accordance with this policy, and may be updated about the stage of investigation with the permission of the adult at risk. Details of the matter will be kept confidential by all parties. Notes of relevant points of the case should be recorded confidentially by the Safeguarding Lead (see Appendix D). Relevant details should be shared with the Trustees (listed in Appendix C), but confidential information should be shared with as few people as possible throughout the process.
10. YFGM will be informed in the broadest terms (not including any confidential detail) that a safeguarding incident has occurred, and this will also be included in the Annual Report of YFGM prepared by the Convenor of Trustees.

#### 8. MEDIATION OR RECONCILIATION

1. As a Quaker organisation the Trustees hope to ensure that there are possibilities for reconciliation between our members. It is recognised that in some safeguarding contexts where abuse has taken place this may not be appropriate or possible. However, the Trustees may offer parties the possibility to engage in a reconciliation process following any incident. Trustees may assist in seeking funding to facilitate such a process but cannot guarantee what funds will be available at any one time.

#### 9. PASTORAL CARE SUPPORT

1. The individual who has raised the concern, the person who the concern is about (if they did not raise it themselves) and the person against whom an allegation is made (where relevant) should all receive appropriate pastoral support from YFGM. Where appropriate, this will be the responsibility of Overseers, if not Trustees will assist in identifying an alternative,

#### 10. VICTIMISATION, MALICIOUS OR VEXATIOUS ALLEGATIONS

1. The Trustees will not tolerate the victimisation of a YFGM member for having, in good faith, raised a concern under this policy.
2. Any allegations found to be malicious or vexatious will be dismissed; the individual who has vexatiously or maliciously raised an allegation may then be

treated in a similar way to another individual who has an allegation of abuse made against them in this policy (i.e. raising an allegation vexatiously may affect any roles that they have in YFGM or lead to measures being put in place around that person's attendance to reduce risk of harm to other members).

## 11. APPOINTMENT TO ROLES

1. YFGM does not undertake what is legally defined as '[Regulated Activity](#)' which requires DBS checks. Risks are managed at all events. The Trustees believe that DBS checks for YFGM roles is not required to support the wellbeing of the community at this time. People are appointed to roles through a Quaker process of spiritual discernment by the Nominations Committee.
2. However, if anyone is aware that anyone nominated, or holding, a pastoral care role has a history of abusive or concerning behaviour they should notify the Safeguarding Lead (who should where appropriate, confidentially discuss with the Convenor of Nominations) at the earliest opportunity.(roles considered to have a pastoral care element are listed in Appendix A).
3. Anyone appointed to a role with a pastoral element will be shown a statement by Nominations before agreeing to be appointed to a role and sign it on appointment declaring that they have no relevant criminal record or reason to believe that their past behaviour has presented a risk to others; or that if they are aware of instances of past behaviour which have prevented a risk that these have been discussed openly with the Safeguarding Lead and Convenor of Nominations who have taken appropriate steps to manage any risks.
4. The Safeguarding Lead and Convenor of Nominations should make appropriate inquiries and be satisfied that the individual is of appropriate character and that risks can be managed appropriately before appointing someone about whom concerns have been raised to such a role.

## 12. WORKING WITH PREVIOUS OFFENDERS

1. YFGM is an inclusive community, including being open to ex-offenders. When it is known that someone attending a YFGM event has a previous conviction of having behaved abusively and where that person could reasonably be believed to continue to pose a risk of abusive behaviour, Trustees will seek to ensure that an appropriate plan is in place for the individual to participate whilst risk is managed and will ensure that provision is made for his or her pastoral care. This plan is likely to involve setting of certain boundaries which a person will be expected to keep to. It may involve restrictions on which roles an individual can undertake within YFGM, accompaniment, an individual being asked not to be alone with another member at

an event or an individual being asked to sleep off-site (if felt necessary by a YFGM officer, the cost of sleeping on site could be funded by YFGM). In exceptional circumstances there may be events which a person's attendance is deemed to be inappropriate.

### 13. ROLE OF TRUSTEES IN MAINTAINING POLICY

1. The Trustees (who are the role holders listed in Appendix A) are legally responsible for the administration of the affairs and work of Young Friends General Meeting in accordance with its religious and charitable objects (as outlined in the YFGM constitution). They undertake legal compliance, monitoring and scrutiny functions.
2. The Trustees recognise the need to provide a safe and caring environment for members of YFGM who can be the victims of physical, sexual and emotional, psychological, financial or material and discriminatory abuse, and neglect.
3. The Trustees have therefore adopted the procedures set out in this document ("the policy"). They also recognise the need to build and maintain appropriate and constructive links with all multi-agencies (statutory and voluntary) involved in safeguarding work.
4. The Trustees will be responsible for ensuring that YFGM members are aware of this policy and are committed to on-going safeguarding training for all relevant role holders as outlined in Appendix A.
5. The Trustees will regularly review the BYM Safeguarding Procedures and Guidelines published by Britain Yearly Meeting (BYM) of the Religious Society of Friends and other relevant organisations,
6. The Trustees will comply with the legal and regulatory framework of the country in which the property is situated, or the event is taking place.
7. The Trustees undertake to ensure that a Safeguarding Officer and a Deputy Safeguarding Officer are appointed by the General Meeting
8. If modifications to the detail of this policy are required to comply with legal obligations, the Trustees may update the policy without reference to General Meeting. Substantive changes may be implemented provisionally but should be returned to General Meeting.

### 14. REVIEWING OF POLICY

1. This policy will be reviewed annually by the Trustees at the Trustee weekend.
2. The Trustee with primary responsibility for reviewing this policy against current best practice shall be the Safeguarding Lead, who is the Overseer Trustee.

#### 15. APPROVAL

This policy was provisionally approved by YFGM at General Meeting on INSERT DATE, and may be updated subject to legal advice.

## **Appendix A - Roles with a pastoral care element**

*It would be anticipated that individuals who hold these roles would not be considered to be at risk of presenting abusive behaviour, and would be expected to be aware of this policy and undertake basic safeguarding training.*

All Overseers  
All Quintessential  
All Trustees  
Convener of Nominations

Outreach Committee

*In addition the following would be expected to undertake more substantive training to undertake their roles as Safeguarding Leads:*

Convenor of Trustees  
Overseer Trustee

It should be noted that the YFGM Co-ordinator would also be expected to be familiar with this policy as they may have a pastoral element to their role. However, they would primarily be treated as an employee of Britain Yearly Meeting.

## **Appendix B - What is abuse?**

Abuse can include:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

For further clarity on what might fall under each of these types of abuse and what indicators of abuse might be see the guidelines by the Social Care Institute of Excellence, for Adult Safeguarding (it is strongly recommended that all relevant officers read the most up to date guidelines on Types and Indicators of Abuse produced by SCIE and that this be used in any internal training):

<https://www.scie.org.uk/publications/atagance/69-adults-safeguarding-types-and-indicators-of-abuse.asp>

## Appendix C - Trustees

<b>Post</b>	<b>Email</b>
Convenor of Trustees (DEPUTY SAFEGUARDING TRUSTEE)	yfgmconvenoroftrustees@gmail.com
Co-clerks (2) (who are also trustees)	yfgmclerk@gmail.com
Finance Trustee	yfgm.finance.trustee@gmail.com
Quinty Trustee	yfgm.quinty.trustee@gmail.com
Overseer Trustee (SAFEGUARDING LEAD)	yfgm.overseer.trustee@gmail.com
Management Trustee	yfgm.management.officer@gmail.com

## Appendix D - Safeguarding Incident Reporting Form

<b>Basic Information</b>	
Name of adult concerned (adult at risk)	
Address	
e-mail address	
phone number	
D.O.B.	
Date and time of incident	
Location of incident	
Other people present (witnesses)	
When was incident raised to awareness of YFGM?	
Was the concern raised by someone other than the adult at risk? If so, give details of who and when.	
When was initial contact made with the adult at risk	

<b>Record of initial report of incident</b>	
Record details, use quotes where possible, record intonation and expression as well as words, record what you said - as much detail as possible. If you have an opinion state it as such and distinguish it from what you were told.	
Who else has been told? (include names, contact details, date of initial contact, what has been conveyed, add notes of further contact if any. If police have been told include crime reference number)	
Does the adult at risk wish action to be taken forward?	
If no, are there reasons of public interest, capacity, undue influence or vital interests which over-ride this desire?	

What immediate response has been taken to protect the individual at risk (and, if applicable, others)	

*-End of initial report -*

Name:

Position Held:

Signature:

Date:

Details to be added at a later date (*add initials and date next to each piece of information so that it is clear who recorded it and when*):

Details of any further contact - who has been told, when and what do they know?	
If no statutory or police investigation, who else needs to be spoken to who may be able to confirm or provide further details about the incident and what have they said?	
What outcome does the individual at risk want?	
What contact has been made with the person about whom allegations have been made?	
What actions have the Trustees taken to manage the risks appropriately?	

Will there be any follow up pastoral care or reconciliation process?	
--	--

[Attachment 3: Details of investigations into restricted funds](#)

## **Firefly Appeal Minutes...**

### ***Why did we adopt this as an appeal?***

#### **February YFGM 2010**

##### **10/07 Appeal**

We have heard from Majk Stokes about Firefly International, a youth reconciliation project based in Brko in Bosnia and Herzegovina. Through a range of artistic, dramatic and sporting activities this charity brings young people from conflicting backgrounds together.

We agree to adopt and support this charity for the period of one year, starting from 21st February 2010. Now that the cameras have gone home and international media is not focused on the former Yugoslavia. By adopting Firefly as YFGM's appeal we can help to underpin current and future work by supporting building and staffing costs as well as specific projects. We look forward to supporting Firefly International and exploring the issues they deal with in future meetings.

### ***How did it raise so much money?***

#### **October YFGM 2010**

##### **10/41 YFGM 100th Birthday ceilidh**

Siobhan Haire has spoken to us about the ongoing plans for the YFGM 100th birthday ceilidh, to be held in August at Yearly Meeting Gathering in Canterbury, as part of the last night celebrations, in support of Firefly, our appeal.

We support the plans for the ceilidh, and authorise Siobhan and the appeal group to use YFGMs money to:

- Book a ceilidh band (no more than £1000)
- Cost and buy refreshments (between £400 and £800 depending on the predicted numbers much closer to the time)
- Plan and organise decorations suitable to the venue (£200)
- To report back to us on progress in February

We feel that this would be an excellent way of strengthening our place in the Yearly Meeting Community and we thank Siobhan for all her hard work. We ask Siobhan to encourage and enable as many Young Friends as possible to participate, hopefully including those not participating in YMG.

### ***How long did it last as our appeal?***

#### **February YFGM 2011**

##### **2011.04 Appeal Extension**

Majk Stokes, from our appeal group, has asked us to allow the appeal to be extended in order to continue its work. We reaffirm our commitment to Firefly - our appeal charity - and extend it until February of 2012.

In the case that other possible appeals are ready to be taken up in the interim, we will reconsider where our commitment lies in October 2011.

#### **May YFGM 2012**

##### **2012.32 Appeal**

We lay down Firefly as our YFGM appeal.

**RECEIPTS AND PAYMENTS ACCOUNT****FOR THE YEAR ENDED 31ST DECEMBER 2013**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2013 Total</b>	<b>2012 Total</b>
	£	£	£	£
<b>Receipts</b>				
From Young Friends		-	0	9,084
Grants, donations and legacies	20,468		20,468	18,104
Appeal (restricted funds)			0	655
Interest	27		27	45
Prior year adjustments	-	-	0	0
Other receipts		-	0	332
<b>Total Receipts</b>	<b>20,495</b>	<b>0</b>	<b>20,495</b>	<b>28,220</b>
<b>Payments</b>				
Support of meeting	16,300		16,300	17,808
Staff and Office costs	24,947	-	24,947	18,407
Donations and subscriptions	4,300	-	4,300	3,000
Appeals			0	0
Costs of generating funds			0	1,851
<b>Total Payments</b>	<b>45,547</b>	<b>0</b>	<b>45,547</b>	<b>41,066</b>
<b>Net Receipts/(Payments)</b>	<b>(25,052)</b>	<b>-</b>	<b>(25,052)</b>	<b>(12,846)</b>
<b>Cash Funds at 1st January</b>	<b>56,187</b>	<b>6,180</b>	<b>62,367</b>	<b>75,212</b>
<b>Cash Funds at 31st December</b>	<b>31,136</b>	<b>6,180</b>	<b>37,316</b>	<b>62,366</b>

## YOUNG FRIENDS GENERAL MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS

### NOTES TO THE ACCOUNTS

YEAR ENDED 31ST DECEMBER 2011

#### 1. Accounting Policies

These accounts have been prepared on the receipts and payments basis and in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

#### 2. Receipts

Donations include periodic offerings, donations from events and general donations.

#### 3. Support of Meeting

Included within cash for support of meeting are bursaries to individual members totalling £ 1,716 (2010: £ 1,534).

#### 4. Grants, Donations and Legacies

Included within the above is a grant of £11,076 (2010: £11,076 ) from the Joseph Rowntree Charitable Trust. We are grateful for the continuing support of JRCT.

#### 5. Funds

Activity by fund for the year is as follows:-

	At 1st Receipts		Payments	At 31 <sup>st</sup>
	January			December
	2011			2011
	£	£	£	£
<b>Unrestricted funds</b>	64,806	41,866	36,985	69,687
<b>Restricted funds</b>				
Appeal – Firefly	2,021	2,980	-	5,001
Grant		1,000	476	524
<b>Total Funds</b>	<b>66,825</b>	<b>45,846</b>	<b>36,985</b>	<b>75,212</b>

# DATA PROTECTION POLICY

Young Friends General Meeting of the Religious Society of Friends

*Including Privacy Policy*

## Contents

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*Based on a template prepared by:*

Bates Wells Braithwaite

10 Queen Street Place, London EC4R 1BE

[www.bwblp.com](http://www.bwblp.com)

## **1. Purpose of the policy**

- 1.1 Young Friends General Meeting of the Religious Society of Friends is committed to complying with privacy and data protection laws including:
  - (a) the General Data Protection Regulation ("**the GDPR**") and any related legislation which applies in the UK, including, without limitation, any legislation derived from the Data Protection Bill 2017;
  - (b) the Privacy and Electronic Communications Regulations (2003) and any successor or related legislation, including without limitation, E-Privacy Regulation 2017/0003; and
  - (c) all other applicable laws and regulations relating to the processing of personal data and privacy, including statutory instruments and, where applicable, the guidance and codes of practice issued by the Information Commissioner's Office ("ICO") or any other supervisory authority. (together "the Legislation")
- 1.2 This policy sets out what we do to protect individuals' personal data.
- 1.3 Anyone who handles personal data in any way on behalf of Young Friends General Meeting of the Religious Society of Friends must ensure that we comply with this policy. Section 3 of this policy describes what comes within the definition of "personal data". Any breach of this policy will be taken seriously and may result in disciplinary action or more serious sanctions.
- 1.4 This policy may be amended from time to time to reflect any changes in legislation, regulatory guidance or internal policy decisions.

## **2. About this policy**

- 2.1 The types of personal data that we may handle include details of: members of YFGM, including trustees, volunteers, and event participants; donors; and grant applicants and recipients.
- 2.2 The Management Trustee at Young Friends General Meeting of the Religious Society of Friends is responsible for ensuring compliance with the GDPR and with this policy. Any questions or concerns about this policy should be referred in the first instance to the YFGM Coordinator who can be contacted at

yfgm@quaker.org.uk or on 020 7663 1050, or to the Management Trustee who can be contacted at yfgm.management.officer@quaker.org.uk.

### **3. Definitions of data protection terms**

- 3.1 The following terms will be used in this policy and are defined below:
- 3.2 **Data Subjects** include all living individuals about whom we hold personal data, for instance an employee or a supporter. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal data.
- 3.3 **Personal Data** means any information relating to a living person who can be identified directly or indirectly from that information (or from that information and other information in our possession). Personal data can be factual (such as a name, address or date of birth) or it can be an opinion (such as a performance appraisal). It can also include an identifier such as an identification number, location data, an online identifier specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.
- 3.4 **Data Controllers** are the people who, or organisations which, decide the purposes and the means for which, any personal data is processed. They have a responsibility to process personal data in compliance with the Legislation. 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.
- 3.5 **Data Processors** include any person who processes personal data on behalf of a data controller. Employees of data controllers are excluded from this definition but it could include other organisations such as website hosts, fulfilment houses or other service providers which handle personal data on our behalf.
- 3.6 **European Economic Area** includes all countries in the European Union as well as Norway, Iceland and Liechtenstein.
- 3.7 **ICO** means the Information Commissioner's Office (the authority which oversees data protection regulation in the UK).
- 3.8 **Processing** is any activity that involves use of personal data, whether or not by automated means. It includes but is not limited to:
  - (a) collecting;
  - (b) recording;
  - (c) organising;
  - (d) structuring;

- (e) storing;
- (f) adapting or altering;
- (g) retrieving;
- (h) disclosing by transmission;
- (i) disseminating or otherwise making available;
- (j) alignment or combination;
- (k) restricting;
- (l) erasing; or
- (m) destruction of personal data.

**3.9 Sensitive Personal Data (which is defined as "special categories of personal data" under the GDPR)** includes information about a person's:

- (a) racial or ethnic origin;
- (b) political opinions;
- (c) religious, philosophical or similar beliefs;
- (d) trade union membership;
- (e) physical or mental health or conditions;
- (f) sexual life or orientation;
- (g) genetic data;
- (h) biometric data; and
- (i) such other categories of personal data as may be designated as "special categories of personal data" under the Legislation.

## **4. Data protection principles**

4.1 Anyone processing personal data must comply with the six data protection principles set out in the GDPR. We are required to comply with these principles (summarised below), and show that we comply, in respect of any personal data that we deal with as a data controller.

4.2 Personal data should be:

- (a) processed fairly, lawfully and transparently;
- (b) collected for specified, explicit and legitimate purposes and not further processed in a way which is incompatible with those purposes;
- (c) adequate, relevant and limited to what is necessary for the purpose for which it is held;
- (d) accurate and, where necessary, kept up to date;

- (e) not kept longer than necessary; and
- (f) processed in a manner that ensures appropriate security of the personal data.

## **5. Processing data fairly and lawfully**

5.1 The first data protection principle requires that personal data is obtained fairly and lawfully and processed for purposes that the data subject has been told about.

Processing will only be lawful if certain conditions can be satisfied, including where the data subject has given consent, or where the processing is necessary for one or more specified reasons, such as where it is necessary for the performance of a contract.

5.2 To comply with this principle, every time we receive personal data about a person directly from that individual, which we intend to keep, we need to provide that person with "the fair processing information". In other words we need to tell them:

- (a) the type of information we will be collecting (categories of personal data concerned);
- (b) who will be holding their information, i.e. Young Friends General Meeting of the Religious Society of Friends including contact details and the contact details of our Data Protection Officer (if we have one);
- (c) why we are collecting their information and what we intend to do with it for instance to process donations or send them mailing updates about our activities;
- (d) the legal basis for collecting their information (for example, are we relying on their consent, or on our legitimate interests or on another legal basis);
- (e) if we are relying on legitimate interests as a basis for processing what those legitimate interests are;
- (f) whether the provision of their personal data is part of a statutory or contractual obligation and details of the consequences of the data subject not providing that data;
- (g) the period for which their personal data will be stored or, where that is not possible, the criteria that will be used to decide that period;
- (h) details of people or organisations; with whom we will be sharing their personal data;

- (i) if relevant, the fact that we will be transferring their personal data outside the EEA and details of relevant safeguards; and
- (j) the existence of any automated decision-making including profiling in relation to that personal data.

5.3 Where we obtain personal data about a person from a source other than the person his or her self, we must provide that individual with the following information in addition to that listed under 5.2 above:

- (a) the categories of personal data that we hold; and
- (b) the source of the personal data and whether this is a public source.

5.4 In addition, in both scenarios, (where personal data is obtained both directly and indirectly) we must also inform individuals of their rights outlined in section 9 below, including the right to lodge a complaint with the ICO and, the right to withdraw consent to the processing of their personal data.

5.5 This fair processing information can be provided in a number of places including on web pages, in mailings or on application forms. We must ensure that the fair processing information is concise, transparent, intelligible and easily accessible.

## **6. Processing data for the original purpose**

6.1 The second data protection principle requires that personal data is only processed for the specific, explicit and legitimate purposes that the individual was told about when we first obtained their information.

6.2 This means that we should not collect personal data for one purpose and then use it for another. If it becomes necessary to process a person's information for a new purpose, the individual should be informed of the new purpose beforehand. For example, if we collect personal data such as a contact number or email address, in order to update a person about our activities it should not then be used for any new purpose, for example to share it with other organisations for marketing purposes, without first getting the individual's consent.

## **7. Personal data should be adequate and accurate**

7.1 The third and fourth data protection principles require that personal data that we keep should be accurate, adequate and relevant. Data should be limited to what is necessary in relation to the purposes for which it is processed. Inaccurate or out-

of-date data should be destroyed securely, and we must take every reasonable step to ensure that personal data which is inaccurate is corrected.

## **8. Not retaining data longer than necessary**

8.1 The fifth data protection principle requires that we should not keep personal data for longer than we need to for the purpose it was collected for. This means that the personal data that we hold should be destroyed or erased from our systems when it is no longer needed. If you think that we are holding out-of-date or inaccurate personal data, please speak to the YFGM Coordinator.

8.2 For guidance on how long particular types of personal data that we collect should be kept before being destroyed or erased, please contact The YFGM Coordinator or seek legal advice.

## **9. Rights of individuals under the GDPR**

9.1 The GDPR gives people rights in relation to how organisations process their personal data.

9.2 Everyone who holds personal data on behalf of Young Friends General Meeting of the Religious Society of Friends needs to be aware of these rights. They include (but are not limited to) the right:

- (a) to request a copy of any personal data that we hold about them (as data controller), as well as a description of the type of information that we are processing, the uses that are being made of the information, details of anyone to whom their personal data has been disclosed, and how long the data will be stored (known as subject access rights);
- (b) to be told, where any information is not collected from the person directly, any available information as to the source of the information;
- (c) to be told of the existence of automated decision-making;
- (d) to object to the processing of data where the processing is based on either the conditions of public interest or legitimate interests;
- (e) to have all personal data erased (the right to be forgotten) unless certain limited conditions apply;
- (f) to restrict processing where the individual has objected to the processing;
- (g) to have inaccurate data amended or destroyed; and

- (h) to prevent processing that is likely to cause unwarranted substantial damage or distress to themselves or anyone else.

## **10. Data security**

- 10.1 The sixth data protection principle requires that we keep secure any personal data that we hold.
- 10.2 We are required to put in place procedures to keep the personal data that we hold secure, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- 10.3 When we are dealing with sensitive personal data, more rigorous security measures are likely to be needed, for instance, if sensitive personal data (such as details of an individual's health, race or sexuality) is held on a memory stick or other portable device it should always be encrypted.
- 10.4 When deciding what level of security is needed, your starting point should be to look at whether the information is sensitive or highly confidential and how much damage could be caused if it fell into the wrong hands.
- 10.5 The following security procedures and monitoring processes must be followed in relation to all personal data processed by us: backing up data (daily back-ups should be taken of all data on the system and data should not be stored on local drives or removable media as these will not be backed up); staff should ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended; paper documents should be shredded, memory sticks, CD-ROMs and other media on which personal data is stored should be physically destroyed when they are no longer required; personal data must always be transferred in a secure manner (the degree of security required will depend on the nature of the data - the more sensitive and confidential the data, the more stringent the security measures should be); desks and cupboards should be kept locked if they hold confidential information of any kind (personal information is always considered confidential) and staff must keep data secure when travelling or using it outside the offices.

## **11. Transferring Data Outside the EEA**

- 11.1 The GDPR requires that when organisations transfer personal data outside the EEA, they take steps to ensure that the data is properly protected.
- 11.2 The European Commission has determined that certain countries provide an adequate data protection regime. These countries currently include Andorra, Argentina, Canada, Guernsey, Isle of Man, Israel, New Zealand, Switzerland, Faroe Islands, Jersey and Uruguay, but this list may be updated.
- 11.3 As such, personal data may be transferred to people or organisations in these countries without the need to take additional steps beyond those you would take when sharing personal data with any other organisation. In transferring personal data to other countries outside the EEA (which are not on this approved list), it will be necessary to enter into an EC-approved agreement, seek the explicit consent of the individual, or rely on one of the other derogations under the GDPR that apply to the transfer of personal data outside the EEA.
- 11.4 The EU-US Privacy Shield is an instrument that can be used as a legal basis for transferring personal data to organisations in the US, although specific advice should be sought from the data protection officer (if we have one) before transferring personal data to organisations in the US.
- 11.5 For more information, please speak to the YFGM Coordinator or seek further legal advice.

## **12. Processing sensitive personal data**

- 12.1 On some occasions we may collect information about individuals that is defined by the GDPR as special categories of personal data, and special rules will apply to the processing of this data. In this policy we refer to "special categories of personal data" as "sensitive personal data". The categories of sensitive personal data are set out in the definition in Section 3.9.
- 12.2 Purely financial information is not technically defined as sensitive personal data by the GDPR. However, particular care should be taken when processing such data, as the ICO will treat a breach relating to financial data very seriously.
- 12.3 In most cases, in order to process sensitive personal data, we must obtain explicit consent from the individuals involved. As with any other type of information we will also have to be absolutely clear with people about how we are going to use their information.

12.4 It is not always necessary to obtain explicit consent. There are a limited number of other circumstances in which the GDPR permits organisations to process sensitive personal data, including where 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. If you are concerned that you are processing sensitive personal data and are not able to obtain explicit consent for the processing, please speak to the YFGM Coordinator or the Management Trustee.

### **13. Notification**

13.1 We recognise that whilst there is no obligation for us to make an annual notification to the ICO under the GDPR, we will consult with the ICO where necessary when we are carrying out "high risk" processing.

13.2 We will report breaches (other than those which are unlikely to be a risk to individuals) to the ICO where necessary, within 72 hours. We will also notify affected individuals where the breach is likely to result in a high risk to the rights and freedoms of these individuals.

### **14. Record keeping**

14.1 We must keep a record of our data processing activities, to demonstrate that we are complying with them. These records will include the purpose of processing, descriptions of categories of data subjects and categories of personal data, details of transfers to third countries and retention periods of personal data.

### **15. Monitoring and review of the policy**

15.1 This policy is reviewed annually by our board of trustees to ensure that it is achieving its objectives.

## **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](mailto: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.