



Banbury and Evesham Area Meeting

Data Protection Policy

Data Controller	Zoë Simms
Constituent Local Meetings	Banbury, Broad Campden, Ettington, Evesham, Sibford, Stratford-upon-Avon
Policy creation date	1 st November 2023
Policy update date	13 March 2025
Policy owner	Zoë Simms
Glossary	<p>GDPR: EU General Data Protection Regulation (https://gdpr-info.eu/)</p> <p>DPA 2018: UK Data Protection Act 2018 (http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted)</p> <p>ICO: Information Commissioners Office (https://ico.org.uk/)</p>
Responsibility and governance	<p>All volunteers at local and area meeting level who collect and/or process personal data on behalf of their local or area meeting are responsible for compliance with Data Protection legislation. They should read this policy and familiarise themselves with other relevant policies, and the procedures for processing personal data.</p> <p>Trustees are responsible for issuing guidance and advice, updating policies, and dealing with complaints, requests from data subjects, or breaches. They can be contacted by emailing dpo@banburyeveshamquakers.org.uk</p>
Commitment of the organisation	<p>This Area Meeting is committed to processing personal data in accordance with the GDPR and DPA 2018.</p> <p>This includes abiding by the 7 data principles:</p> <p>Personal data shall be:</p> <ol style="list-style-type: none"> i. processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency'); ii. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article



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Data Protection Policy

	<p>89(1), not be considered to be incompatible with the initial purposes ('purpose limitation');</p> <ul style="list-style-type: none"> iii. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation'); iv. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy'); v. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ('storage limitation'); vi. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality'). vii. The controller shall be responsible for, and be able to demonstrate compliance with the above principles.
<p>Personal data collected by the meeting</p>	<p>Members, attenders, enquirers, room bookings/hirers, donors (if not members/attenders) and employees.</p>



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Purposes for which you collect personal data	Legitimate interests, performance of contract, with consent.
How will you comply with the data principles	Policies: <i>none applicable at this time</i> Procedures: <i>Safeguarding processes, responsibilities and procedures can be found under Safeguarding Policy</i> Updates: <i>Data held about Members and Attenders will be reviewed annually with individuals concerned</i> Retention & archiving: <i>To be decided</i>
Breach	In the event of a data breach (accidental or unlawful sharing, theft, loss, access to personal data), we will assess the risk to the data subjects involved and, if necessary, report the breach to the ICO.
Rights	We will aim to uphold data subject's rights over their data in accordance with GDPR. More information on data subjects rights can be found here: https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/ If you wish to make a request regarding your data, please contact: dpo@banburyeveshamquakers.org.uk
Complaints	Anyone who wishes to complain about how the meeting has handled their data, can contact dpo@banburyeveshamquakers.org.uk If they wish to take the complaint further, they should contact the ICO.