# Privacy policy for an Area Meeting template

XX Area Meeting is the data controller for the personal data we collect for the administration of the meeting. The address and contact details for XX Area Meeting are:

XX Area Meeting

XX Meeting House

clerk@XXAreaMeeting.com

We collect personal data from our members and people closely associated with the organisation for the legitimate interests of our organisation. This includes:

* Basic membership data
* Contact info
* Biographical data for nominations procedures
* Etc

We collect some data for the performance of contracts such as:

* Employment data for our employees

Where appropriate we will ask for consent for collection and management of personal data, such as

* Data collection from non-members
* Data collection from children
* If we share data externally

We will never sell any personal data.

We will take appropriate measures to ensure data we collect is kept securely. This includes:

* Keeping certain data in locked storage areas
* Securely shredding personal data
* Ensuring only the relevant people have access to personal data
* Taking measures to ensure security of data on digital systems such as ensuring our devices are password protected and have up to date anti-virus software

If you are unhappy with how your personal data has been managed, please contact: xx@areameeting.com.

If you are still unhappy after discussion with the Area Meeting, you can contact the Information Commissioners Office here: <https://ico.org.uk/>