

## Britain Yearly Meeting (BYM) events privacy notice

If you're attending a BYM event here's what we do with the information you give us. If you have any queries about this notice, please contact the BYM Data Protection Team (email [datasafety@quaker.org.uk](mailto:datasafety@quaker.org.uk)).

### What data do we collect?

- For the purposes of running an event, we will require your; name, contact details, dietary and access requirements.
- For residential events, we will also ask for your rooming preferences.
- Depending upon the type of event you may also need to give workshop preferences, travel arrangements, membership status or indicate which group/Quaker meeting you represent.
- Our events rely heavily on volunteers to make them a success so you may also be asked to indicate if you are available for various voluntary roles to support the event you will be attending.
- Children and young people's events will require additional information about the participants such as age, health and doctors details. Further information about CYP event policies are available on the website [www.quaker.org.uk](http://www.quaker.org.uk).
- This information is required for you to attend the event and falls within the legitimate interests of BYM.
- At some events, we may take photographs or video to use for future publicity and will tell you if this is the case. All photographs and video will be taken and processed in compliance with UK Data Protection Legislation and EU General Data Protection Regulation. If you have concerns about this, please contact the event organiser.
- You may be asked if you would be interested in receiving information about other BYM events in the future. If you request this information, you can opt out at any point.

### How do we receive your information?

- Most event bookings are received via online forms, operated by Britain Yearly Meeting or third party contractors.
- Some bookings will be received by telephone or on paper forms via the post.
- Your information will be transferred to the BYM systems in a timely manner. After which it will be deleted on the external server.

### Where do we keep it?

- Your information will be held on secure servers operated by Britain Yearly Meeting and in some circumstances, on servers owned by third party contractors. We ensure that any third party contractors we use comply with the UK Data Protection Legislation and EU General Data Protection Regulation.
- The BYM server is backed up regularly and your data may be archived for up to 10 years in a secure offsite location in accordance with the IT Backup and Restore Policy.
- Paper forms are kept securely.
- Payment information will also be held securely on the BYM Finance system.

## What do we do with it?

- To ensure your comfort, safety and full access to the event, your relevant information will be shared with the meeting venue and organising group/committee.
- Where other services are provided, such as coach travel, it may also be necessary to share your relevant information with other third party suppliers.
- Participants at some events may find it helpful to share contact details with each other for future networking. You will be asked to provide written consent before your details are shared.
- Your information will be used to update the BYM contact records management system to ensure we hold up to date and accurate information. If you are in contact with BYM for other reasons, eg as a committee member or donor, these details may be used to contact you.
- Your information will not be sold.
- Your information will not be passed to any third party supplier outside of the requirements for the event management.

## How long is it kept?

- Information is deleted from external online form services in a timely manner.
- Event management information will be held for 6 years in digital and paper – see below for under 19s data retention.
- We will keep a record of those who attend our events.
- For children and young people under the age of 19 at the time of attending the event, digital information will be retained for 6 years and paper records for 100 years. Further information about CYP event policies are available on the website [www.quaker.org.uk](http://www.quaker.org.uk).
- Financial information will be held securely for 7 years on the BYM Finance server and in paper form.

Suze Lidbury  
3 April 2018