

## NOTTINGHAMSHIRE AND DERBYSHIRE AREA QUAKER MEETING

### PRIVACY NOTICE FOR OUR EMPLOYEES, TENANTS, ROOM HIRERS, AND CONTRACTORS

As an Area Meeting and within our local meetings we are committed to complying with the requirements of the General Data Protection Regulations (GDPR). We will uphold the principle that any data provided to us will only be used in a way that is fair, legal and transparent. Our compliance with GDPR will also reflect our testimonies to equality, integrity and simplicity.

We hold your data on the lawful basis that it is necessary for the performance of contracts. This may include data relating to:

- Employment – information about our employees, contracts of employment, banking details to pay salaries, job appraisals etc.
- Tenants – contact details of tenants and tenancy agreements
- Room Hire – contact details of individuals, groups and organisations who hire rooms at our meeting houses, records of bookings and payments.
- Contractors – details of contractors who may regularly provide a service at our meeting houses or on a one off basis for major projects.

This contractual data will be kept securely, accessed only by specific role holders and trustees, and for as long as needed for the fulfilment of contracts. The exceptions to this will include:

- Employment records will be kept for up to six years after the end of employment in case any issues should arise with regard to HMR&C.
- Information such as job appraisals and disciplinary records will be kept for up to three years so that it may be possible to provide references if requested.
- Some information about contractors will be kept in accounts files for up to six years and where a guarantee has been provided this must be kept for all the time this applies

Our policy includes all your individual rights provided by GDPR. If you should have any concerns about how your data has been used you should contact the Convenor of the local meeting Premises or Stewardship Committee in the first instance, as appropriate, or you can refer the matter to the Lead Trustee for Data Compliance or the Clerk to Trustees. They can be contacted on the following email addresses [datatrustee@nottsandderbyquakers.org](mailto:datatrustee@nottsandderbyquakers.org) or [trusteesclerk@nottsandderbyquakers.org](mailto:trusteesclerk@nottsandderbyquakers.org) The local meeting will provide telephone contact details of the current role holders.

A printed copy of our Data Protection Policy and Procedures is available at all of our meetings and can be provided via email by contacting [datatrustee@nottsandderbyquakers.org](mailto:datatrustee@nottsandderbyquakers.org)