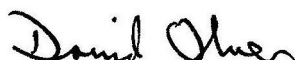


Craven and Keighley Area Meeting
Data Consent Form
(Airton, Bentham, Keighley, Settle, Skipton Local Meetings)

Dear Friend

We hope you will provide the information requested below. Please read the notes on the back of this page about the Data Protection Act and its implications for Quaker Meetings before you complete this form. If you prefer us not to hold any of your data, or to pass it on to other Quaker meetings or bodies, you may request that it be withheld. Children may be included on a parent's form, but **we need a separate form to be completed for each adult**. If you need an extra form you are welcome to photocopy this one.

Yours in friendship



Membership Clerk - Craven and Keighley Area Meeting

Completion of this form allows Craven and Keighley Area Meeting to update its contact details for members, attenders, those under 18 years of age and, where appropriate, partners or spouses. It also allows members and attenders to indicate any restriction they may wish to place on the circulation of their contact information.

Personal Names

Family Name	
First name(s)	
Name(s) of children under 18	
Names of other family members whom you would like included with their permission (e.g. partners)	

Contact Details

		Tick to give consent. Cross to refuse. Please put a mark in each box.	
Postal address		Local list	Central database in London
Telephone numbers			
Email address			

I consent to the use of this information as indicated in the boxes above. I agree that this consent remains valid until such time as I submit another Data Consent Form.

Signature _____

Date _____

Return this form to your local meeting contact, or the Membership Clerk

The Data Protection Act and General Data Protection Regulations (GDPR) - Implications for Quaker meetings - A Summary

All parts of Britain Yearly Meeting are required to follow the policies on Data Protection adopted by the Yearly Meeting. These abide by the General Data Protection Regulations 2018 and the Data Protection Act 2018. Meetings storing information about their members and attenders on computers or other electronic devices or in manually processed paper files should be sensitive to the need to protect such information from unauthorised use and must comply with all legal requirements for data protection.

Basic factual information on members such as addresses may be kept by the area meeting on the official register of members without registration of those concerned. Such information may only be passed to the yearly meeting database, with the consent of members who may then request that specified information other than their names be withheld.

Information on attenders, and the non-member spouses/partners of members, may be held only with their explicit consent. Information on children not in membership may be held only with the explicit consent of their parent or guardian.

Friends should be made aware of the difficulty of maintaining perfect security of the printed or electronic lists which are made available to members and, frequently, to attenders, and they should be given the option of deleting some or all of their personal details.

If meetings record any other information on members and attenders, whether electronically or in paper-based records, for example in connection with nominations work or with applications for membership, then the persons concerned must be informed that the information is held and that they may ask to see and approve their own record.

The Data Protection Act 2018 gives protection to individuals in the holding of and disclosure of personal information. Under data protection legislation and in accordance with the data protection policy of Britain Yearly Meeting, we need your agreement to use this information.

The information you provide will be used for:

- Printing any address list of members prepared by your Local Meeting.
- Printing the triennial List of Members and Attenders published by Quakers in Yorkshire.
- Mailing newsletters and other communications.
- Contacting you at home on the meetings' legitimate business.
- Pursuing the general purposes solely of this and other constituent meetings of Britain Yearly Meeting.

The information will be kept by your local meeting on behalf of Craven & Keighley Area Meeting which is a charity entitled to hold data.

The information is confidential and will not be passed to any other organisations.

If you have any queries please contact the Area Meeting Membership Clerk.

On behalf of Craven & Keighley Area Meeting.

David Olver, Membership Clerk, 10 Daleside Road, Riddlesden, Keighley, BD20 5ES
Email: david@olver.plus.com Phone: 01535 605 412