



FRIENDS FELLOWSHIP OF HEALING

DATA PROTECTION POLICY

- 1 It is the data protection policy of the Friends Fellowship of Healing (FFH) incorporating Quaker Spiritual Healers, Registered Charity Number 284459 (Both hereinafter referred to as FFH), to comply with the General Data Protection Regulation (GDPR) that will come/come into effect on the 25th May 2018.
- 2 FFH shall maintain records of members relating to their membership status and history and communications with the officers of the FFH. Typical of such records are:

FFH Membership Serial number,	Year Joined,
Surname,	QSH membership Number,
First Name,	QSH Assessment date,
Address,	QSH Member Status,
Telephone No,	QSH Mentor,
E-Mail,	QSH activity,
Payment history and payment	Responsibilities and related positions
method,	Notes relating to correspondence, TW
Gift aid,	copies sent and consent to share data.
- 3 FFH shall retain information provided by the member or enquirer that is deemed essential for the efficient and effective administration on behalf of the FFH or the individual member's interests. Where information about a member may be provided by a third party then the date of provision and name of third party shall be retained within the member's records.
- 4 Data related to members shall be shared between officers of FFH only and shall not be disclosed to any other member or third party without written permission of the member.
- 5 Members and enquires shall be given a copy of this policy upon application and this policy shall be publicly available to any enquirer. For consent to be valid, it shall be freely given, specific, informed with a clear affirmation action, such as ticking a box on a form either electronically or physically.
- 6 All documented data related to a member shall be made freely available to a member upon their request. Requests will be responded to within three weeks.
- 7 Members have the right to request amendment, clarification or removal of all or part of the data held about them. Where relevant and administratively unavoidable then the FFH retains the right to withdraw membership.
- 8 FFH shall retain information in perpetuity but may, as is administratively convenient or at the request of the member destroy such information upon termination of membership. Members and past members should be aware that where a future reference may be made then the FFH are obliged to neither confirm nor deny any past



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data and would respond only with the phrase "FFH has no record....."

- 9 At any time, members have the right to complain to the Information Commissioner's Office regarding the FFH data practices.
- 10 Personal data in the public domain shall not be incorporated within theft data records but where related to FFH activity links or references may be maintained.
- 11 Members may request copies of the information held about them by contacting:
The Membership Secretary
Friends Fellowship of Healing
C/o 6 Ferris place
Bournemouth
Dorset
BH8 0ASU
friendshealing@gmail.com