

Liverpool Quaker Meeting House and Website: Privacy Notice

Liverpool Quaker Meeting House and website are owned by Hardshaw and Mann Area Quaker Meeting, a charity registered in England and Wales, Our full address is Liverpool Quaker Meeting House, 22 School Lane, Liverpool, L1 3BT. Charity Number: 1134522.

Liverpool Quaker Meeting act as data controller when we collect personal data from our customers, prospective customers, staff and other stakeholders for room hire and website enquiries.

How we collect data

Liverpool Quaker Meeting House collects personal data through:

- Enquiry web forms
- Booking enquiry emails
- Booking enquiry telephone calls/calls in person
- Job application forms
- Feedback Forms/Surveys

We will ensure that all personal information supplied is held in accordance with EU General Data Protection Regulation and UK Data Protection legislation.

Why we collect data

We collect this data in the legitimate interests of supporting our work, and for data collection for the performance of a contract where appropriate in order to arrange bookings and to offer services and events to our customers. We also use the data collected to carry out administrative and finance work.

Processing and consent

We will not use personal data for other purposes than your enquiry/contract without asking your permission. We will not keep this information for longer than necessary. We will not use third parties to process your data without taking reasonable steps to ensure they comply with UK Data Protection legislation and EU General Data Protection Regulation.

We will never sell your data to third parties.

Data location and security

Personal data is collected and stored securely subject to appropriate security measures and is protected against misuse.

Your personal data is held in electronic form and currently details of bookings are held in a paper based booking diary. Electronic data is held on secure servers, 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 Regulations. We do not transfer your data outside the EEA. Data in paper form is held as securely as possible and destroyed securely where appropriate.

Your rights over your data

If you have any queries, please in the first instance, contact Liverpool Quaker Meeting House via email to manager@liverpoolquakers.org.uk or call on 0151 709 6957.

Should you wish to make a subject access request to view your personal data held by us, please contact Liverpool Quaker Meeting House as above.

Should you wish to withdraw permission for use of your data or to update the data we hold for you, please contact manager@liverpoolquakers.org.uk or call on 0151 709 6957.

Social media

If you share our content through social media, for example by liking us on Facebook, following or tweeting about us on Twitter, those social networks will record that you have done so. They may set a cookie for this purpose.

In some cases, where a page on our website includes content from a social network, such as a Twitter feed, or Facebook comments box, those services may set a cookie even where you do not click a button. As is the case for all cookies, we cannot access those set by social networks. Social networks cannot access cookies we set ourselves.

Log files

Our systems may automatically gather some anonymous information about visitors, including IP addresses, browser type, language, and the times and dates of webpage visits. The data collected does not include personally identifiable information. It is used, as described above, for statistical analysis, to understand user behaviour, and to administer the site.

Google Analytics

Our website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). The information generated by the cookie about your use of our website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of our website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. Further information about Google's privacy policy may be obtained from <http://www.google.com/privacy.html>.

Any changes we may make to our privacy notice in the future will be posted on our website.

External links

The Liverpool Quaker Meeting House website may contain links to websites operated by third parties under different privacy policies. Should you choose one of those links, you will be leaving our website and this privacy notice will no longer apply.

Changes to this notice

We will review and update this notice in line with best practice and changes in legislation.