

## EMEYF Data Policy

Since EMEYF handles data from EU citizens, we have to comply with the EU General Data Protection Regulation (GDPR). In order to make sure that we comply and handle any data we get in a sensible, safe manner, we have drafted this policy.

### General points to consider

- Since EMEYF is a not-for-profit organisation with a religious goal, we are legally allowed to collect data about peoples' religious or philosophical beliefs. In some countries and contexts, this might be sensitive data. EMEYF does not actively collect or store data on religious beliefs and lifestyles.
- Data storage has to be opt-in rather than opt-out. We only use and store data from those who have given active consent for us to use their data.
- Data subjects (the people whose data we have) have the right to be forgotten if they want. This means that we as an organisation will remove any data we have on a person as soon as the data subject wants it removed.

### Data that EMEYF handle

- E-mail addresses (mailing lists)  
EMEYF runs two main public lists – the general EMEYF list and the Friends of EMEYF list. People opt in to receive emails sent to each list and get monthly reminders of their subscription. They do not consent to have their data shared with others on the list. Only administrators have access to the mailing lists.
  - The list of administrators can be seen at the bottom of the info pages:  
<http://lists.quaker.eu.org/mailman/listinfo/emeyf-list>  
<http://lists.quaker.eu.org/cgi-bin/mailman/listinfo/friends-of-emeyf>
  - For the Friends of EMEYF list, the administrators are the fundraising treasurer and the EMEYF secretary.
  - Data subjects can opt out of either list at any time by contacting an administrator, or unsubscribing directly via the info page.
  - EMEYF also runs a list for members of Communication Committee, who all give their consent by accepting the role.
- Spring Gathering application forms  
Only the current year's Spring Gathering Planning Committee and Gatherings Coordinator have access to these forms. This committee changes every year. Committees do not have access to previous years' application forms.
- Pictures taken at events  
These pictures are usually taken by individuals, not by EMEYF. After events, participants are invited to upload their photos to a site, which a volunteer uses to make a selection of photos which are shared with participants, and on the EMEYF website. We sometimes use pictures taken at events in EMEYF publications, in which case we will always ask permission from the people in the picture and the photographer.

### How we use this data:

- We use e-mail addresses to keep in touch with Friends through the mailing list and occasional personal e-mails.
- We use Spring Gathering application forms to plan properly for Spring Gathering, and to communicate with participants. Aside from the e-mail address that may be shared with other participants (if consented to), the data on these application forms

is only visible to the planning committee and not used after or outside the gathering.

- We use photos personally, to remember the good times we had together, and for publication purposes. As stated above, we ask the photographer and the persons in the photo permission for publication before we use the photo.

**EMEYF commits to:**

- List all those who have access to the mailing list as administrators, and to limit this number to no more than five. EMEYF will not share the data of the people on the mailing list with others.
- Remove (data gathered from) Spring Gathering forms and annual meeting registrations, as soon as possible after the end of each gathering, unless the data subjects actively consent for their email addresses to be added to the EMEYF list or to be shared with other participants of the event.
- Include an option on the SG application form for people to give active consent for data storage, e.g. a box they can (but don't have to) tick with a statement along the lines of "I consent to EMEYF adding my email address to the EMEYF mailing list and share it with other participants of the gathering".
- As for photos, an opt in for taking pictures is not necessary but an opt out option could look like this: "I do NOT consent to pictures of me being taken at Spring Gathering." After the gathering pictures will be shared among participants.

**Developed and adopted by CC 09/2018**