



Darlington  
Quaker Meeting

## Data Privacy Notice

As part of our room hire operation, Darlington Quaker Meeting may collect and use information or data from you. We do this on behalf of Teesdale and Cleveland Area Meeting of the Religious Society of Friends (Quakers) in Britain which is a registered “data controller” under data protection legislation. This notice sets out the types of information we may collect about you and how we use it.

We collect and use information from you in order to:

- carry out our room hire contract with you;
- meet our legal obligations, such as complying with health and safety legislation; and
- *with your consent*, keep you up to date with news about the Friends Meeting House and related matters we feel may be of interest to you.

Your information will be entered into our online booking software (provided by Hallmaster Limited) in order for us to carry out our room hire contract with you. It will not be shared with any other third party except where you have given us permission to use your contact details to promote your group, in which case those details may be included on our website, social media, printed brochures and other marketing materials as well as being given out to people who enquire with us about your group.

We are committed to the security and appropriate use of your information so we will hold it on password-protected computers and hard drives and (if it is in paper form) in our office, to which access is restricted. We will keep your data for no longer than is necessary for the purposes set out above. This will normally be no longer than seven years after the end of your contract, in line with audit requirements and limitation periods for legal claims.

You have various rights in relation to the information we hold about you – further details can be found here: <https://ico.org.uk/your-data-matters/>. Where you have given your consent for us to use your information to promote your group or send you news, you can withdraw that consent in writing at any time. This will not affect our ability to use your information to carry out our contract or legal obligations.

If you have any concerns about how your data is used, please contact Darlington Quaker Meeting initially, and if you have any further concerns following that, write to Teesdale and Cleveland Area Meeting for the attention of the Clerk to Trustees.

### **Darlington Quaker Meeting**

Friends Meeting House  
6 Skinnergate  
Darlington  
DL3 7NB

[manager@darlingtonquakers.org](mailto:manager@darlingtonquakers.org)

**01325 466810**

### **Teesdale and Cleveland Area Meeting**

C/o Friends Meeting House  
6 Skinnergate  
Darlington  
DL3 7NB

[teesdaleclevelandam@quaker.org.uk](mailto:teesdaleclevelandam@quaker.org.uk)